

## **Policy No. 5158**

### **1.0 ATTENDANCE POLICY FOR ELEMENTARY SCHOOL**

- 1.1 The Alpine School District Board of Education recognizes that regular daily attendance at school increases opportunities for students to profit from educational instruction and benefits students' academic learning. Frequent absences of students from the day-to-day classroom experiences disrupt the instructional and learning process. The Board further recognizes that the Utah Compulsory Attendance Law (53A-11-101(9)(e)) directs the parent/guardian to enroll and send school-age minors to a public or regularly established private school during the school year of the district in which the school-age minor resides, except as provided in Sections 53A-11-102 and 53A-11-102.5.
- 1.2 In order to support elementary student attendance and the associated learning that occurs in schools, it is expected that each local school will make Earnest and Persistent Effort (EPE) to cooperate with the parent/guardian to ensure regular school attendance.
- 1.3 **Guidelines**
  - 1.3.1 Students are expected to attend class, on time, every school day, unless properly excused by a parent or guardian.
  - 1.3.2 Teachers should keep rolls and record accurate daily attendance for all students assigned to their classes.
  - 1.3.3 Teachers will report to the principal anytime their class absences exceed 10% of enrollment.
  - 1.3.4 Electronic roll books are the official attendance records of Alpine School District and will be available for inspection in accordance with the district records policy.
  - 1.3.5 Teachers should contact the parent or guardian after three consecutive student absences. Unexcused absences will be referred to the appropriate authority.
  - 1.3.6 Elementary schools maintain a closed campus. Students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon. Parents or guardians may authorize students to go home for lunch with an annual written release. Students may be checked out in the office by a parent or guardian or in the event of an emergency by those designated on the emergency release form.

1.3.7 Excuses for absences typically include an illness, a family death, an approved school activity, an absence approved by the child's IEP or Accommodation Plan, or any other excuse established as valid by the local school administration. An extended absence can be preapproved if the school administration collaborates with the parent/guardian to define the absence and provide reasonable make up opportunities.

Board Approved: June 17, 2008