

ATTENDANCE PROCEDURES

The Utah Compulsory Attendance Law (53G-6-202) directs parents to require their children between the ages of six and 18 years to attend school. Promontory is committed to providing a quality education for every student. The school firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction and prove disruptive for students, teachers, and staff. At Promontory every hour is filled with learning activities and concepts. In order to truly benefit from these learning experiences, continuous, prompt attendance at school is necessary. Exceptions to these procedures are at the discretion of the director on a temporary basis.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend that families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period in which the student is absent.

EXCUSED AND UNEXCUSED ABSENCES Some absences and incidents of tardiness are excused and some are unexcused (see list below). The number of absences and incidents of tardiness will be noted on progress reports.

Please call the school at 435-919-1900 before 9:00 a.m. each day that a child will be absent or tardy. The notification and explanation of the absence will help us know if the absence is excused or unexcused. Absences may be deemed “excused” only if the reason falls into the category of excused absences listed below. A valid reason for an absence should be given to the school within one week of a child returning to school, or the absence will remain “unexcused”.

Unexcused: Oversleeping, hunting, babysitting, haircut, shopping, unreported

Excused: Personal illness, death in the family or family emergency, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, medical reasons, any absence approved by the director

TARDIES Students will be considered tardy if they are not in the classroom at the designated start time for class. Any student arriving after 8:20AM will be marked tardy. Middle School students more than 20 minutes late for a class will be marked absent for that class period.

CHECK-OUT PROCEDURE When a student needs to be excused early, he/she must be checked out at the main office by a parent/legal guardian, or someone listed in our computer system as an emergency contact authorized to check out the student. Before departing, the person checking out the student must sign out on the register provided in the main office.

WITHDRAWAL FROM SCHOOL ROSTER In the event that you decide to withdraw your child from Promontory School, we request that you notify us immediately, follow our Transfer Policy, and fill out the appropriate forms.

INTERVENTION It is important to maintain ongoing communication with your child's teachers about health or family situations that may negatively affect your child's consistent attendance in school. When absences and tardies occur with some regularity or frequency, intervention may be necessary to improve attendance. Intervention may take the form of a phone call, email, parent conference, or official letter from the Director. Truancy issues that are not resolved through these means may result in a truancy report to the Department of Child and Family Services.

In this, Promontory School will follow guidelines consistent with the district schools in Box Elder County: **Attendance Enforcement**

- A. A parent or guardian of a child who is subject to the compulsory school attendance law may be subject to a class B misdemeanor if:
 - 1. They intentionally or recklessly fail to enroll a school-age minor in school unless that minor is exempt from enrollment.
 - 2. After being served with a notice of compulsory education violation, they intentionally or recklessly fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the student's school attendance problems.
 - 3. After being served with a notice of compulsory education violation they intentionally or recklessly fail to prevent the student from being absent without a valid excuse five or more times during the remainder of the school year.

- B. Designated school officials shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible in individual cases:

1. Counseling of the student by school authorities including a meeting with the student after their fifth absence without a valid reason.
2. Issuing a written notice of a compulsory attendance violation after at least five unexcused absences (truancies)
3. Enlisting parental support for attendance by the student.
4. Meeting with the student and the parents or guardian.
5. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.
6. Monitoring of attendance by parents and the school.
7. Classifying a student who is at least twelve years of age as a habitual truant after at least ten truancies during the school year.
8. Enlisting the assistance of community and law enforcement agencies as appropriate.

Read the complete Attendance Policy found on the Promontory School website.