

Harris Intermediate



Attendance Policy

Box Elder School District School Attendance Procedures

The intent of this policy is to encourage consistent attendance, which in turn, affects academic success. It follows school board policy as well as the existing Utah State Code 53A-11-101 (Compulsory Education).

Absences are identified as Valid (V) or Not Valid (marked with a P if the parent contacts the school or as an X on the attendance record if no parent contact)

***The office must receive notification of the absence within one week of the absence. ***

- Valid excuse - an illness (medical and dental appointments), a death in the family, an approved school activity, an absence associated with 504 or IEP plans, or a pre-arranged absence.
- Not valid excuse - Any reason (other than valid reasons) a student does not attend a class period (secondary) or a complete school day (elementary).

Tardies and Check-ins

- **Check-ins:** (marked as a "C" in attendance and only entered by office) Students arriving late to school with a valid excuse and check in with attendance. Any previous hours missed will be entered as "V" (valid).
- **Tardy:** (marked as a "T" in attendance) Students arriving to an individual class period up to 10 minutes after the tardy bell rings or arriving late to school without a valid excuse.

Excessive Tardies

- Punctuality is important and excessive tardies disrupt the instructional process. Excessive tardies will be subject to the Harris Intermediate Discipline Point System. Tardy interventions and consequences are listed below.

# of Tardies	Intervention
4 th tardy in a single class or 4 in one day	<ul style="list-style-type: none">• Student required to attend a lunch delay intervention and will receive 10 discipline points.
8 th tardy	<ul style="list-style-type: none">• Student required to attend a lunch detention, will receive 10 discipline points, and a parent contact.
12 th tardy	<ul style="list-style-type: none">• Student required to attend two lunch detentions, will receive 15 discipline points, and a parent contact. Student may be provided with an escort to some or all of his/her classes.
Additional Tardies	<ul style="list-style-type: none">• Every additional 4 tardies will receive 10 discipline points, a parent contact, and a lunch detention. An individual student plan may be created.

Excessive Absences

An administrator will identify students who are missing school without a valid excuse and work with these students and families to improve attendance. We will use the following protocol to improve attendance:

- 5 Absences (no valid excuse)
Harris Administration will send an email (or letter) to notify parents of student absences.
- 10 Absences (no valid excuse)
Harris Administration will schedule a meeting with parent/guardian and student to develop an attendance contract.

Pre-arranged Absence

As per state law and district policy, a student may be excused for an extended, pre-arranged absence that will not adversely impact a student's education. **Absences must be arranged 24 hours in advance with the school administration and not after the absence has taken place.** Pre-arranged absences may be used for scheduled family events. The student is responsible to make up course work for the day(s) missed. A pre-arranged absence form can be picked up in the office or downloaded from our website, www.achi.besd.net, and must be signed by the student's teachers and a parent and/or guardian before administration can verify.

Homework Request

If a student has to miss school for 2 or more days, parents may contact the office by 10 a.m. of the 2nd day missed to request homework. Assignments will be collected from teachers and may be picked up in the office at the end of the school day.

Absence Verification/Contact

When a student must be absent, we ask that the parent or guardian contact our attendance office by using one of the following methods:

- Call the school
- Visit our website at [http://www.achi.besd.net/](http://www.achi.besd.net) and click on the 'absence verification' tab
- Send a written note signed by a parent/guardian
- Email our attendance secretary (tiffanie.hadley@besd.net)

Parents must provide a valid reason for their student's absence WITHIN ONE week of the student's absence.

<i>We advise parents to allow extra time when checking students out for appointments during these times.</i>	
WIN	9:49 am – 10:14 am
M-T-TH-F Lunch 7 th grade	11:11 am – 11:41 am
M-T-TH-F Lunch 6 th grade	11:40 am – 12:10 pm
Wednesday Lunch 7 th grade	11:23 am – 11:53 am
Wednesday Lunch 6 th grade	11:50 am – 12:20 pm

I understand and agree to the Harris Intermediate Attendance Policy.

Parent/Guardian Signature:

Date:

Revised 9/24/2018