



POLICIES AND PROCEDURES	
Policy: ATTENDANCE	
Index: Student Services	Monitoring: As Needed

1. PURPOSE

1.1. The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) remains committed to the provision of quality educational services for our students.

2. POLICY

2.1. The Board is concerned when a child is absent from school for any reason. The process of education requires continuity of instruction, class participation, learning experiences, and study. Frequent absences of students from day-to-day classroom experiences disrupts the educational and instructional process.

2.2. Utah Compulsory Attendance Laws (Utah Code §53G-6-201) require that every *school aged minor*, at least six years old but younger than 18 years old, be enrolled in school and attend regularly. Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons, such as: physical or mental illness, medical appointments, approved school activities, family emergencies, death of a family member or close friend, IEP or 504 permissions, or observance of religious holidays. The following procedures shall take place when a student is absent:

2.2.1. A note from the parent/guardian to the school explaining a student’s absence is required for each day the student misses school in order for the absence to be excused.

2.2.2. After **five (5) or more EXCUSED** absences or equivalent class periods within a term, the principal may require a doctor’s note to excuse subsequent absences.

Three (3) Tardies = One (1) Full Absence (PLEASE NOTE: TARDIES ARE NOT ALLOWED TO BE EXCUSED).

A tardy is defined as being 1 - 9 minutes late to class.

An absence is defined as being 10+ minutes late to class (20+ minutes for block schedules).

2.2.3. After **five (5) UNEXCUSED** absences and / or equivalent class periods, a Notice of Compulsory Education Violation will be issued requesting parent/guardian help with their student’s attendance.

2.2.4. After a Notice of Compulsory Education Violation is issued, if the parent has failed to make a good faith effort to ensure that their student receives an appropriate



education, Spectrum Academy may report to the Division of Child and Family Services.

2.2.5. After **ten (10) UNEXCUSED** absences, or equivalent class periods, the Director of Academics and/or his/her designee will refer the student to evidence-based alternative interventions, including: a mobile crisis outreach team; a youth services center as defined in Utah Code Section [80-5-102](#); a youth court or comparable restorative justice program; evidence-based interventions created and

developed by the school; and other evidence-based interventions that may be jointly created and developed by Spectrum Academy, the state board, the juvenile court, local counties and municipalities, the Department of Health, or the Department of Human Services.

2.2.6. After **ten (10) UNEXCUSED, CONSECUTIVE** absences, the student will be unenrolled per Utah Administrative Rule R277-419-5.

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## DEFINITIONS

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## REFERENCES

Utah Code Annotated [80-5-102](#)  
Utah Administrative Rule R277-419-5.

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## RELEVANT LINKS

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## DOCUMENT HISTORY

Adopted:9/18/2019

Revised/Reapproved: 10/11/2019, 07/20/2022, 12/13/2022

08/23/2023- No substantive changes, new policy format applied