



SALT LAKE ARTS ACADEMY ATTENDANCE POLICY

Approved by Governing Board: Sept. 2026

I. PURPOSE

Salt Lake Arts Academy (SLArts) is committed to providing a quality education for every student. SLArts firmly believes that consistent attendance is critical for students' academic, social, and emotional development. Regular attendance helps students develop healthy and responsible habits, maintain continuity of instruction, and build positive relationships with peers and staff.

SLArts shall comply with Utah Code Sections 53G-6-201 through 53G-6-208 and Utah Administrative Code Rule R277-607 regarding compulsory education, attendance interventions, absenteeism, and truancy prevention.

II. DEFINITIONS

- **II.A. Absence:** Failure of a student to attend school or an assigned class period.
- **II.B. Chronic Absenteeism:** A student who has been enrolled for at least sixty (60) calendar days and has been absent for at least ten percent (10%) of instructional days, whether the absences are excused or unexcused.
- **II.C. Truancy:** A condition where a school-age child is absent without a valid excuse for at least half of the instructional day. A student may not be considered truant more than once during the same school day.
- **II.D. Habitual Truancy:** For students in grade 7 or above who are at least twelve (12) years old, being truant at least twenty (20) days during a school year or failing to cooperate with school efforts to resolve attendance concerns.
- **II.E. Intervention:** A series of non-punitive, increasingly frequent, and individualized activities designed to create trusting relationships, improve attendance and academic outcomes, and reduce barriers to school attendance.
- **II.F. Valid Excuse:** For purposes of this policy, "valid excuse" means:
 1. An illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
 2. Mental or behavioral health of the school-age child;
 3. A family death;
 4. An approved school activity;
 5. An absence permitted by a school-age child's:
 - Individualized Education Program (IEP); or
 - Section 504 accommodation plan;

6. Competition in a rodeo sanctioned by an international, non-profit organization dedicated to the development of sportsmanship, horsemanship, and character in youth through the sport of rodeo;
7. Any reason a parent provides to justify a student's absence if the student maintains a cumulative grade point average of at least 2.0, including an event related to participation in the following clubs:
 - Mountain biking;
 - Shooting sports; or
 - A youth development program Utah State University administers, which provides educational experiences in areas including agriculture, science, technology, engineering, mathematics, civic engagement, leadership, and healthy living through hands-on learning, mentoring, and community-based clubs or activities;
8. An absence permitted in accordance with Utah Code Subsection 53G-6-803(5); or
9. Any other excuse established as valid by the SLArts Governing Board, consistent with Utah law.

"Valid excuse" does not mean a parent acknowledgment of an absence for a reason other than a reason described above, unless the absence is specifically permitted as an additional valid excuse by the SLArts Governing Board consistent with Utah law. SLArts shall not require a medical note to excuse a medical absence.

- **II.G. Tardy:** A student arriving after the designated start time for a class period or instructional day.
- **II.H. Notice of Compulsory Education:** A notice issued to parents or guardians of students in grades 1-6 when required by Utah law.
- **II.I. Notice of Truancy:** A notice issued to students and parents or guardians of students in grades 7-8 when required by Utah law.

III. POLICY STANDARDS, PROCEDURES & GOVERNANCE

III.A. Attendance Expectations

Students are expected to attend every scheduled school day and every assigned class period on time unless a valid excuse is provided.

Parents and guardians are expected to take an active role in ensuring students attend school regularly and arrive on time. Families are encouraged to schedule vacations during school breaks whenever possible.

Students are responsible for obtaining and completing missed assignments following an absence.

III.B. Procedures for Reporting Absences

All absences must be reported to absent@slarts.org (preferred method) or by calling the attendance line at 801-531-1173.

Parents or guardians must notify the school of an absence within two school days of the absence and should provide the reason for the absence.

If a parent or guardian does not notify the school within two school days, the absence may remain unexcused and, when the absence meets the definition of truancy under Utah law, the attendance record may be changed from an unexcused absence to a truancy.

For multiple consecutive absences, parents or guardians must provide notification within two school days of the beginning of the absence and continue to communicate with the school regarding the expected duration of the absence.

In cases of illness or emergency, parents or guardians should notify the school as soon as reasonably possible.

The school may request additional information when necessary to determine whether an absence qualifies as a valid excuse under this policy or applicable law. SLArts shall not require medical documentation as a condition of excusing an illness-related absence.

Students shall be provided reasonable accommodations and a minimum of three (3) school days to complete make-up work following an absence unless additional time is warranted by the circumstances.

III.C. Extended Absences

A parent or guardian may request approval from the Student Support Team prior to an extended absence of up to ten (10) school days per year.

The Student Support Team shall approve the request when it determines the absence will not adversely impact the student's education.

Approval of an extended absence does not guarantee that all assignments will be provided in advance or that instruction can be replicated outside of school.

III.D. Check-In and Check-Out Procedures

Students arriving after the start of the school day must check in through the main office. Students leaving during the school day must be checked out through the main office by a parent, guardian, or authorized emergency contact.

Parents and guardians are responsible for maintaining current contact and emergency information in the school's Student Information System.

III.E. Tardies

Students are considered tardy if they are not present in their assigned classroom when the tardy bell rings.

Because tardiness disrupts instruction and impacts learning, chronic tardiness may result in intervention through the Student Support Team.

III.F. Attendance Notifications

SLArts shall notify parents or guardians of an unexcused absence within two (2) instructional

days of the absence when practicable.

Notifications may occur through the student information system, email, phone call, text message, or other school communication systems.

Attendance communications shall include cumulative absences when available.

III.G. Truancy Procedures

Students with five (5) unexcused absences or truanies may be referred to the Student Support Team for intervention.

III.G.1. Grades 1-6

When a student accumulates five (5) truanies, SLArts may issue a Notice of Compulsory Education directing the parent or guardian to meet with school officials to address attendance concerns.

Failure to cooperate with intervention efforts may result in referral to appropriate state agencies as authorized by law.

III.G.2. Grades 7-8

When a student who is at least twelve (12) years old accumulates five (5) truanies, SLArts may issue a Notice of Truancy directing the student and parent or guardian to meet with school officials to address attendance concerns.

III.H. Habitual Truancy

Students who become habitually truant may be subject to additional interventions, referrals, and actions authorized by Utah law.

The school shall maintain records of notices issued and resulting interventions.

III.I. Attendance Plans and Excessive Absences

Students are permitted up to five (5) unexcused absences before formal intervention is initiated. When attendance concerns become excessive or begin adversely impacting educational progress, the Student Support Team may require the student and parent or guardian to participate in an attendance meeting and develop an Attendance Improvement Plan. The Attendance Improvement Plan may include:

- Attendance goals
- Academic support
- Counseling services
- Check-in/check-out procedures
- Mentoring opportunities
- Parent-school communication expectations

- Other individualized interventions

III.J. Chronic Absenteeism Interventions

SLArts utilizes a tiered system of support to improve attendance and reduce chronic absenteeism.

III.J.1. Tier 1: Universal Supports

- Positive school climate and culture
- Family engagement and communication
- Attendance monitoring
- Recognition of improved and exemplary attendance
- School-wide attendance education and awareness

III.J.2. Tier 2: Targeted Supports

- Student Support Team meetings
- Attendance contracts and improvement plans
- Counseling services
- Academic support and tutoring
- Schedule adjustments when appropriate
- Mentoring and check-ins
- Referrals to community resources

III.J.3. Tier 3: Intensive Supports

- Individualized intervention plans
- Frequent family-school collaboration
- Intensive mentoring
- Community agency partnerships
- Executive functioning and self-management supports
- Alternative educational supports as appropriate

III.K. Withdrawal for Non-Attendance

Students who accumulate ten (10) consecutive unexcused absences may be withdrawn from enrollment after reasonable efforts to contact the family.

Prior to withdrawal, SLArts shall provide written notice to the parent or guardian.

For students with an Individualized Education Program (IEP), special education staff shall be consulted before withdrawal, and applicable state and federal requirements shall be followed.

Students withdrawn due to non-attendance may be required to participate in a re-enrollment meeting with the Student Support Team prior to returning to school.

III.L. Stakeholder Responsibilities

III.L.1. Students

- Attend school and classes regularly and on time.
- Complete missed assignments.
- Communicate with teachers regarding absences.
- Participate in attendance interventions when necessary.

III.L.2. Parents and Guardians

- Ensure regular school attendance.
- Notify the school of absences.
- Maintain current contact information.
- Participate in attendance meetings and interventions.
- Monitor attendance and academic progress.

III.L.3. Teachers

- Take attendance daily.
- Foster positive relationships with students and families.
- Provide reasonable opportunities for make-up work.
- Communicate attendance concerns to families and administration.
- Participate in attendance interventions when requested.

III.L.4. Administration and Student Support Team

- Publicize attendance expectations annually.
- Monitor attendance data.
- Implement attendance interventions.
- Provide required notices and communications.
- Support students and families in removing barriers to attendance.
- Maintain attendance records as required by law.

III.L.5. Attendance Team

The Student Support Team shall serve as the school's Attendance Team.

The Attendance Team shall meet regularly to:

- Review attendance data
- Monitor chronic absenteeism trends
- Evaluate intervention effectiveness
- Coordinate supports for students and families
- Recommend policy and procedural improvements

III.M. Appeals Process

A student or parent or guardian may appeal a Notice of Truancy, Notice of Compulsory

Education, attendance determination, withdrawal decision, or other attendance-related action. Appeals shall:

1. Be submitted in writing within ten (10) business days of the action being appealed.
2. Include:
 - Student name
 - Description of the action being appealed
 - Relevant dates
 - Explanation of circumstances
 - Proposed resolution
3. Be reviewed by the Executive Director or designee.

A written decision shall be provided within ten (10) business days whenever practicable. If the appellant disagrees with the decision, a final appeal may be submitted to the Governing Board.

III.N. Review

The Governing Board shall review this policy annually. The Board shall also annually review attendance data, chronic absenteeism rates, intervention outcomes, and attendance procedures to ensure compliance with state law and support student success.