

Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6050

Student Membership Accounting

The Superintendent is responsible for all student accounting in the District and for the preparation or approval of all reports to the State Board of Education that include enrollment and attendance information.

1. Minimum Standards for School Days-Schools shall conduct at least 990 hours of instruction time each school year in a minimum of 180 school days to qualify for full minimum funding; the 180 days shall be scheduled during the twelve (12) month period beginning July 1st with the following exceptions:
 - a. The kindergarten program is a half-day program providing a minimum of 450 hours of instruction in a minimum of 180 school days during a school year.
 - b. In grade one, the school shall provide a minimum of 810 hours of instruction in a minimum of 180 school days during a school year.
 - c. The District shall plan for emergency, activity, and weather-related exigency time in its annual calendaring. If school is closed for any reason, the school shall make up the instructional time missed under the emergency, activity, or weather related time as part of the minimum required time.
2. Official Records
 - a. To determine student membership, the administration at each school shall be responsible for reporting daily student attendance using the District's computerized attendance system. These records shall clearly and accurately show for each student the:
 - i. entry date;
 - ii. exit date;
 - iii. exit or high school completion status;
 - iv. whether or not an absence was excused;
 - v. disability status (resource or self-contained, if applicable); and
 - vi. YIC status (ISI-1, ISI-2, or self-contained, if applicable).
 - b. Computerized or manually produced records for Career and Technical Education (CTE) programs shall be kept by teacher, class and Classification of Instructional Program (CIP) number. These records shall clearly and accurately show for each student in a CTE class the:
 - i. entry date;
 - ii. exit date; and
 - iii. excused or unexcused status of absence.
 - c. A minimum of one attendance check shall be made daily by elementary schools and in each class period in secondary schools.
3. School District Student Accounting Audits

Cache County School District
Policy Series 6000: Finance and Operations

- a. An independent auditor shall be contracted by the District to annually audit student accounting records and report the findings to the Board and to the Finance and Statistics Section of the USBE.
 - b. Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided by the Utah State Board of Education.
4. School Membership
- a. A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having exited the school, the class, or expulsion by School Officials. Exited students should no longer be counted in class and school membership.
 - b. In order to generate membership for funding through the Minimum School Program (MSP) for any clock hour of instruction on any school day, a student shall:
 - i. not have previously earned a basic high school diploma or certificate of completion;
 - ii. not be enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;
 - iii. not have unexcused absences on all of the prior ten (10) consecutive school days;
 - iv. be a resident of Utah as defined in Utah Code Ann. Title 53G, Chapter 6, Part 3;
 - v. be of qualifying school age or a retained senior;
 - vi. be expected to attend a regular learning facility operated or recognized by the District on each regularly scheduled school day, unless otherwise excused from such a facility in accordance with State rule or District policy.
 - vii. participate in online non-traditional courses offered by the district. Participation will be verified through online student log entries for each course.
 - c. Students may generate MSP funding by participation in a State/District- sponsored or District-supported nontraditional education program that is consistent with the student's Plan for College and Career Readiness, has been approved by the student's counselor, and includes regular face-to- face instruction or facilitation by a certificated employee of the District. d. A student may also be counted in membership for the equivalent in hours:
 - i. Up to one period each school day, if the student has been:
 - ii. released by school upon parent's request during the school day for religious instruction or individual learning activity consistent with the student's Plan for College and Career Readiness; or
 - iii. Up to all periods each school day, if the student is enrolled in:
 - iv. a concurrent enrollment program that satisfies all the criteria of Utah Administrative Code R277-713 and District policy;

Cache County School District
Policy Series 6000: Finance and Operations

- v. a private school without religious affiliation under a contract initiated by the District which directs that the instruction be paid by public funds.
Contracts shall be approved by the Board in an open meeting;
 - vi. a foreign exchange student program under Utah Code Ann. §53G-6-707; or
 - vii. As otherwise designated in Utah Administrative Code R277-419-6.
5. Homebound or Hospitalized Student: A student requiring homebound or hospitalized education services shall receive a minimum of two (2) hours of direct instructional contact per week with a licensed educator provided by the District at a District sponsored facility or at the student's place of residence or convalescence to qualify for full membership in the regular program.
- a. The circumstances requiring the services shall be clearly stated and may include:
 - i. specific injuries;
 - ii. surgery;
 - iii. illness;
 - iv. other disabilities;
 - v. pregnancy;
 - vi. suspension;
 - vii. pending court investigation or action; or
 - viii. District determination that a student should receive home instruction and supervision for a designated period of time.
 - b. The expected period of absence must be estimated. The anticipated length of absence should be for at least ten (10) consecutive school days or more.
 - c. A student with disabilities meeting these requirements may be accounted for under the special education homebound instruction program and receive the appropriate special education funding.
 - d. For a student to receive the services, a parent or legal guardian shall submit a request for services prior to the initiation of services.
 - e. The request shall:
 - i. be submitted to the school principal on the District request form prior to initiation of the services;
 - ii. clearly state and specify the condition requiring the services;
 - iii. include an estimate of the expected period of absence; and
 - iv. be signed by the health care professional treating the student who verifies the condition requiring services and the expected period of absence.
 - f. The health care professional signing the form shall be:
 - i. a licensed physician;
 - ii. licensed psychologist; or
 - iii. licensed social worker.

Cache County School District

Policy Series 6000: Finance and Operations

- g. School/Principal Responsibilities-The local school principal shall ensure that every student eligible for such educational services is provided these services. In determining the length of time and the number of visits, the age and physical condition of the student must be considered. Prior to approving services, the school principal shall:
 - i. receive the request for homebound/hospitalized services;
 - ii. verify the completion of the form including the request of the health professional; iii. obtain consent form release relevant information to inform staff/teachers
 - h. Educator Responsibilities-Two (2) hours of instruction per week shall be provided to each student. The educator providing the services to homebound or hospitalized students shall:
 - i. provide a minimum of one hour for each visit not including travel time, collecting, grading, and recording of assignments;
 - ii. instruct students outside regular contract hours; and
 - iii. verify the presence of a parent or responsible person designated by the parent to be in the home during instruction.
 - i. Instructional Program-While the District will provide instruction for a student unable to attend school due to serious illness or injury it must be understood that home/hospital instruction cannot replace every aspect of a student's education.
 - i. Reduction of class requirements cannot be expected.
 - ii. Participation classes may pose special challenges. Credit may be lost or a poor grade earned since there is no way to duplicate the activities of a participation class when the student is at home or hospitalized.
 - iii. Earning of academic credit is not guaranteed.
 - j. Students with Unusual Health Problems-The principal shall forward referrals to the Department of Student Services/Homebound with unusual health problems for whom frequent absences are expected (part or whole day) to the extent that it will seriously interfere with their education or who may require more than two (2) hours instruction per week.
 - i. The referral will be accompanied by a recommendation from local school staff as to appropriateness.
 - ii. These referrals will be reviewed by the Department of Student Services/Homebound. iii. The principal shall be informed of the subsequent decision.
6. Student Suspensions (see BOARD POLICIES-Section 9000-SUBJECT: Student Discipline
<https://www.boarddocs.com/ut/ccsdut/Board.nsf/Public?open&id=policies#>).

Variances From Standard School Year

- 1. An exception for school attendance may be made at the discretion of the Board or designee, in the length of the school day or year, for students with compelling

Cache County School District

Policy Series 6000: Finance and Operations

circumstances. The time an accepted student is required to attend school shall be established by the student's IEP or Plan for College and Career Readiness.

2. Staff Planning Time, Professional Development, Student Assessment Time, and Parent-Teacher and Individual Learning Plan Conferences.
 - a. To provide planning and professional development time for staff, the school may hold school longer some days of the week, and shorter other days so long as minimum school day requirements, as school day is defined in this policy are met.
 - b. Schools may conduct parent-teacher and individual learning plan conferences during the school day in accordance with the Board approved school calendar.
3. The District may designate instructional days for the assessment of students entering or completing kindergarten in accordance with Utah Administrative Code R277-419-4(6).
4. The District may seek a waiver directly from the State Superintendent from the 180 day requirement for a school closure due to snow, inclement weather, or other emergency as described in Utah Administrative Code R277-419-12.

Legal References:

Utah Code Ann. §26-7-9 – Online public health education module.

Utah Code Ann. § 53E-3-301(3)(d) – State Superintendent to report data to legislature on such things as fall enrollment, average membership, etc.

Utah Code Ann. § 53E-3-401(8) – State Board to adopt rules and may interrupt disbursements if district fail to comply.

Utah Code Ann. §53E-3-503 –Education of persons under 21 in custody of or receiving services from certain state agencies.

Utah Code Ann. §53E-3-602 – Auditing standards.

Utah Code Ann. §53E-6-603 – State Board to verify audits.

Utah Code Ann. §53E-4-308 – Unique student identifier.

Utah Code Ann. Title 53G, Chapter 6, Part 3–School District Residency.

Utah Code Ann. §[53G-4-402](#) – Child at least five years of age before September 2, or the year in which admission is sought.

Utah Code Ann. Title 53G, Chapter 2, Part 2 – Compulsory Education.

Utah Code Ann. Title 53G, Chapter 9, Part 3 – Immunization of Students

Utah Code Ann. Title 53G, Chapter 6, Part 6– Preventing Enrollment or Transfer of Missing Children Utah Code Ann. Title 53E, Chapter 3, Part 9 – Interstate Compact on Educational Opportunity for Military Children.

Utah Code Ann. §75-5-103 – Delegation of power by parent or guardian.

Utah Code Ann. §75-5-201 – Status of Guardian or Minor.

Utah Administrative Code R277-419 – Pupil Accounting.

Utah Administrative Code R277-612 – Foreign Exchange Students.

Utah Administrative Code R277-616 – Education for Homeless and Emancipated Students. Utah Administrative Code R277-621 – District of Residence.

Utah Administrative Code R277-702 – Procedures for the Utah High School Completion Diploma. Utah Administrative Code R277-709 – Education Programs Serving Youth in Custody.



Cache County School District

Policy Series 6000: Finance and Operations

Utah Administrative Code R277-911 – Secondary Career and Technology Education.

Utah Administrative Code R396-100 – Immunization Rules for Students.

Synopsis:

Approved by the Board of Education: October 25, 2018