



Cache County School District

Policy Series 3000: Students

Policy No. 3400 P5

Truancy and Compulsory Attendance

Definition

A student is considered truant when absent from school or class without a 'valid excuse' as defined by Utah law and District procedures.

Notice of Truancy and Compulsory Attendance

A school administrator may issue a Notice of Truancy to a student who:

- 1) Is at least twelve (12) years of age; and
- 2) Has accumulated five (5) or more truancy days during the school year.
 - a) Truancy days can be accumulated by being absent for the entirety of a school day without an excuse being given by a parent or guardian, or by adding up individual class periods that accumulate to 5 full days.

The Notice of Truancy shall:

- 1) Identify the dates or classes involved;
- 2) Require a meeting with school personnel;
- 3) Explain compulsory attendance requirements;
- 4) Describe available interventions and supports; and
- 5) Explain possible consequences for continued truancy.

A school administrator may issue a Compulsory Education Notice to the parents of a student who:

- 1) Is in grades 1-6; and
- 2) Has accumulated five (5) or more absences without a valid excuse.

The Compulsory Education Notice shall:

- 1) Be delivered by personal service, or certified mail;
- 2) Direct the parent to meet with a specific school administrator at the school regarding attendance on a specific date and time;
- 3) Require the cooperation of parents to secure regular attendance for their child;
- 4) Explicitly state that it is a Class B misdemeanor if the parent intentionally, or without good cause, fails to meet with the school administrator at the designated time and place, or fails to prevent the student from being absent 5 additional times during the rest of the school year.

Truancy Citations

A school administrator may issue a Truancy Citation consistent with district procedures and Utah law when documented interventions have not resolved attendance concerns.

A copy of the citation shall be provided to the student's parent or guardian. Secondary schools may charge up to a \$25 fee per truancy. Students who accrue multiple truanies in a school year may be referred to outside services for additional intervention and support.

Appeal

Parents or guardians may appeal a Truancy Citation or Notice of Truancy to the school principal within ten (10) school days of issuance.

Habitual Truancies and Court Referrals

A student may be considered habitually truant when the student accumulates ten (10) or more truanies during a school year, as defined by Utah law.

Prior to court referral, the district shall make documented efforts to implement evidence-based interventions designed to improve attendance.

If interventions are unsuccessful, the district, as permitted by law, may refer a student to juvenile court or other authorized agencies for further intervention.

Any referral shall include:

- 1) Attendance records;
- 2) Documentation of interventions;
- 3) Outcomes of intervention efforts;
- 4) Designation of a school representative; and
- 5) Any other information required by law.

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