



Cache County School District

Policy Series 3000: Students

Policy 3400 P4

Parent or Guardian Notification and Student Excusal

Schools shall make reasonable efforts to notify a parent or guardian of an unverified student absence as soon as practicable.

Notification methods may include:

- 1) Telephone calls;
- 2) Automated messaging systems;
- 3) Email;
- 4) Text messages;
- 5) Parent portals; or
- 6) Written correspondence.

When a student becomes ill or injured at school and requires medical treatment beyond basic first aid, the school shall notify the student's parent or guardian in accordance with Utah law.

Notice of Absence

Parents will have 72 hours (3 days) from the time an absence occurs to contact the school and give reason for the absence. After 72 hours (3 days) the absence will remain unverified and may be considered a truancy. Students are required to make up for missed work while absent.

Notice of Extended Absence

When a parent or guardian knows that a student will be absent for multiple consecutive school days, the parent or guardian shall notify the school's main office at least one day, but not more than 5 school days, in advance whenever possible.

Students are required to make up and complete missed work and/or alternative learning activities during extended absences.

Compulsory Education Violation

A school administrator, in coordination with Student Services, may issue a Notice of Compulsory Education Violation to the parent or guardian of a student enrolled in grades 1-6 who has been truant at least 5 days or has had at least 5 unexcused absences.

The notice shall:

- 1) Require a meeting with school personnel;
- 2) Direct cooperation with attendance-improvement efforts;
- 3) Explain parental responsibilities under Utah law; and

- 4) Describe potential legal consequences for continued noncompliance.

Schools shall document all intervention efforts and communications prior to referral to outside agencies or legal authorities.

Make-up Work and Academic Credit

Students shall be provided a reasonable opportunity to complete missed assignments following verified absences.

Teachers may establish reasonable timelines for make-up work consistent with school procedures.

Attendance shall not be the sole basis for denying academic credit when a student has demonstrated mastery of required course standards, except as otherwise permitted by law.

In grades 7-12, teachers may base up to 10% of a student's grade on attendance each term.

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