

# Riverton Attendance Policy

## Rationale:

Regular attendance and punctuality is essential to current and future academic and behavioral success. Elementary school is the beginning of creating positive habits in school. Riverton recognizes that regular student attendance at school facilitates academic achievement by maximizing the interaction between students and teachers. It is important for a child to be in school, so it is necessary for appointments to be made before or after school when possible. Riverton wants to develop a positive attendance habit with a standard of 95% on-time attendance for every student, thus enhancing opportunities for present and future success of students.

## Attendance Procedures:

- Riverton Elementary follows and adheres to the Utah Compulsory Attendance Law. This law requires all students between the ages of six and 18 to attend school.  
Letter 1 – This letter was a part of the registration packet and the first attempt to educate families about the importance of students attending school.
  - Jordan District Policy, AA432 states “*Legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.*”
- Letter 2 – This letter is sent when a student accumulates 5 unexcused absences. After receiving letter 2, improved attendance and punctuality is encouraged.
- Letter 3 – This letter is sent when a student accumulates 10 unexcused absences. After receiving the letter, a call to the principal is expected. A discussion about how to improve attendance and a support system for student will be developed.
- Letter 4 – This letter is sent by certified mail when a student accumulates 15 unexcused absences. A mandatory attendance meeting is scheduled with the principal, teacher, parent/guardian, and student.
- Letter 5 - This letter is sent by certified mail when a student accumulates 20 unexcused absences. This letter requests an attendance mediation meeting or a referral to court.

Any absence needs to be communicated to the school each day by 8:30 a.m. An automated message will be sent to your home if a child is absent and no contact has been made with the school. After receiving this call, **Parents/Guardians will call the school to ensure student safety to both parties.** Parents have 5 school days to report the unexcused absences to the school. At any time, when excused or unexcused absences become excessive, contact home and discussion of attendance will be necessary.

Riverton Elementary enjoys the opportunity to work with your student and celebrate his/her successes. Thank you for taking on the responsibility of supporting your student's educational endeavors and getting him/her to school every day on time.