

## Attendance Procedures

These procedures are established in accordance with the Attendance Policy established by the School's Board of Directors.

### Definitions

**"Absence"** means a student's nonattendance at school for one school day or part of one school day.

**"Valid excuse"** or "excused absence" means an absence resulting from:

- a) an illness;
- b) a death of a family member or close friend;
- c) a documented medical appointment;
- d) a family emergency;
- e) an approved school activity;
- f) a preapproved extended absence for a family activity or travel, consistent with school policy; or
- g) an absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.

The Campus Director has the discretion to consider other absences as "valid excuses."

**"Habitual truant"** means a school-age minor who: (1) is at least 12 years old; (2) is subject to the requirements of Section 53A-11-101.5; and (3)(a) is truant at least ten (10) times during one school year; and (b) fails to cooperate with efforts on the part of school authorities to resolve the minor's attendance problem as required under Section 53A-11-103.

**"Truant"** means absent from school without a valid excuse.

**Attendance Requirements:** Students are allowed a maximum of seven (7) unexcused absences per year.

**Excused Absences:** An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school.

In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

Excused absences may become unexcused if the Campus Director determines that absences have reached an excessive level and are adversely impacting the student's education.

**Preapproved Extended Absence:** A parent/guardian may request approval from the Campus Director prior to a student's extended absence of up to ten (10) days per

school year. The Campus Director will approve the absence if the Campus Director determines that the extended absence will not adversely impact the student's education.

**Make-up Work:** Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher.

**Tardiness:** A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration. Elementary students are allowed five (5) tardies per quarter. Middle school students are allowed three (3) tardies per class each quarter.

**Notification of Absences and Tardies:** In the event a student is absent and the office has not received notification from the parents/guardians, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents will be notified when their student reaches the 4<sup>th</sup> unexcused absence of the year. Parents of elementary students will be notified when their child is tardy for the 4<sup>th</sup> time during a given quarter. Parents of Middle School students will be notified if their child is tardy for the 2<sup>nd</sup> time in a class for the given quarter. If the maximum limit for unexcused absences or tardiness is reached, the Campus Director will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

**Grounds for an Appeal:** Students who believe that all or part of their absences and/or tardies should be considered excused may provide a written request to the administrator to review their case.

### **Notice of Compulsory Education Violation**

The School may issue a "notice of compulsory education violation" to a parent/guardian of a student who is under the age of fourteen (14) if the student is truant at least five (5) times during the school year.

This notice shall:

1. Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the Campus Director to secure regular attendance by the student;
2. Designate the School authorities with whom the parent is required to meet;
3. State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems, or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and
4. Be served on the parent/guardian by personal service or certified mail.

## **Truancy Intervention Program**

The School's Truancy Intervention Program is established to encourage good attendance and to facilitate the processing of chronically truant students through the juvenile court. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- Annual notification of the School's attendance policies will be provided to the parents of all students at the time of registration.
- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent(s) of the concern. The teacher will set up a conference with the student and/or the student's parent(s) to identify and resolve any problems that prevent the student from attending school. The student's progress will be monitored.
- If meeting with the student and parent(s) does not adequately address the problems and the student's learning continues to suffer, then the school counselor or Campus Director will work with the teacher and parent(s) in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include, but are not limited to, the following: making adjustments to the curriculum or the schedule, counseling of the student by school authorities, considering alternatives proposed by the parent, or providing the parent with a list of community resources to help the family.
- The Campus Director may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, a certified letter will be sent to the parent(s) requesting a formal meeting with the administrator to resolve the attendance problems. A copy of the letter and mailing certificates will be kept by the School.
- The Campus Director will notify the student and a parent/guardian of the actions the School may take should the student be truant in the future.

## **Habitual Truancy Citation**

Consistent with Section 53A-11-101.7, a habitual truancy citation may be issued to a student who is a habitual truant.

Habitual truancy citations will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

Habitual truancy citations will be served on the parent/guardian by personal service or certified mail. The parent/guardian will have the right to appeal a truancy citation in writing to the Campus Director within ten (10) days of being issued.

The School will refer a student to whom a habitual truancy citation has been issued to juvenile court. A court referral will include a recommended disposition containing the following: [a] documentation of attendance and academic achievement; [b] documentation of school efforts to improve attendance; [c] copies of truancy citations, including all mailing certificates; and [d] student background as requested by the prosecuting agency.