

## ATTENDANCE & TRUANCY POLICY

### Definitions:

1. "Absence" is a student's non-attendance at school for one or more consecutive school days, or part of one school day as defined by Administrative Rule (see below). Students who are present less than four hours of a full school day are considered absent.
2. "Extended Absence" is an absence from school of four or more consecutive days, but not to exceed ten school days;
3. "Excused Absence" is an absence from school for one or more of the following reasons:
  - a. illness
  - b. medical appointments
  - c. death of family member or family friend
  - d. approved school activity
  - e. absence consistent with student's IEP or Section 504 accommodation plan
  - f. family- related absence, not to exceed three consecutive school days
  - g. pre-approved extended absence
  - h. unforeseen extenuating circumstances as determined by the school's Administration, or designee
4. "Truancy" is missing any part of the school day, or an entire school day, without a valid excuse. For students who have 10 or more tardies, the student is marked truant unless the absence is excused by a medical professional or the school director.

### Attendance:

Utah state law requires school attendance for every child between the ages of six and seventeen years old. Attendance in class is a vital and integral part of the educational process. Students are required to be in attendance every day that school is in session during each academic year.

Parents and legal guardians of students are obligated by state law to ensure their children's regular attendance. Students who miss a class for any reason must make arrangements for completing missed school work within one week of their return to school. However, exceptions can be made based on circumstances. Missed school work that is turned in within one week shall not be penalized for lateness.

Attendance for students in grades K-5 will be taken every day at the beginning of the day. Attendance for students in grades 6-8 will be taken at the beginning of each class period. Regular attendance is important for academic achievement. Parents are discouraged from planning vacations, trips, family events, doctor appointments, etc. that occur during school time.

Attendance Appeals Process: Students and parents may appeal to the administration for a closer examination on a case by case basis. Appeals should provide details as to why absences should not count against a student's attendance. Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness, etc.). It is expected that students will clear absences through the attendance recovery school or lose credit. The waiving of absences is entirely up to the discretion of the administration. Appeals should be submitted as soon as possible to the front office. Appeal forms are available in the front office.

#### Absence:

For any student absence, the parent must notify the school of the absence as soon as reasonably possible, preferably before the absence will occur, via the link on the school website, or a phone call or email to the school office. This should include the reason for the absence and the expected duration of absence.

If notification is not received, the office will contact the student's parents to verify the absence.

The school administration, or designee, will determine whether an absence is excused or not.

#### Pre-Approval of Extended Absences:

An extended student absence of four or more consecutive days requires prior approval. Requests for extended absences should be received by the school office at least one week prior to the absence via an Extended Absence Request Form. The School Director is designated to approve requests for extended absences. Approval will not be granted if it is determined by the School Director that the extended absence will adversely impact the student's education. A family-related absence which does not exceed three days does not require prior approval.

#### Truancy:

For each student truancy Bonneville Academy will attempt to make parent contact via the procedures outlined in the Administrative Rules (see below), as well as implement the applicable consequences. Additionally, one or more of the following interventions may be used to assist in resolving the attendance problem:

1. Referral to School Administration, or appropriate designee
2. Meetings with student and parents
3. Adjustments to the student's schedule
4. Attendance monitoring
5. Attendance contracts
6. Attendance School
7. Truancy citation (for students 12 and over)
8. School suspension
9. Parent attending school with student
10. Referral to Juvenile Court (for students 12 and over)

#### Due Process:

This policy allows for due process and actions taken under this policy may be appealed, first to the School Director, and then to the Board of Trustees.

## ADMINISTRATIVE RULES

The following Administrative Rules shall apply:

### Attendance:

1. Students must be present for at least 50% of the school day in order to be considered in attendance. Students who are present less than four hours of a full school day are considered absent.
2. Students who are absent due to illness for five or more consecutive days must have a doctor's note to excuse the absences.
3. Students in grades 6-8 who are absent for three or more consecutive days will have one week to complete and turn in all missing assignments without a penalty for lateness to their grade.
4. Make-up school work missed due to an unexcused absence will not be accepted.
5. All students absent for more than fourteen days per term will be denied credit unless excused by a certified physician for chronic illness (physical or mental).
6. Violation of the Attendance and Truancy Policy will result in a school transcript hold until the student has completed the required time in Attendance School, as applicable.

### Truancy:

1. Each time a student is absent from school without a parent/guardian excuse, the school will make the following parent contact:
  - a. 1st truancy contact: Email and Phone
  - b. 2nd truancy contact: Letter
2. If a parent/guardian fails to respond to the school or give a valid excuse within one week of the second and final truancy contact, the student will be marked as truant.
3. Bonneville Academy will implement the following consequences for all truanies:
  - a. Grades K-5/6 Truancy Consequences (for students ages 11 and younger)
    - i. Students marked as truant five times within the current school year will have their parent/guardian sent a Notice of Compulsory Education (ages 6-11) or Notice of Truancy (12 years or older) to meet with the school director. If the parent/guardian fails to meet with the school director within 2 weeks, or if this student accrues 5 more truanies (10 total) within the current school year, the student's case may be referred to the Juvenile Probation Officer for Utah County.
  - b. Grades 6-8 Truancy Consequences (for students ages 12 and older) (Parent may not attend with the student)
    - i. Students marked 5 times truant within the current school year will have their parent/guardian send a Notice of Truancy to meet with the school director. If the parent fails to meet with the school director within 2 weeks, or if this student is marked truant 5 additional times (10 total) within the current school year, the student's case will be referred to the Juvenile Probation Officer for Utah County.
  - c. Grade K-3 Tardy Consequences
    - i. 3-9 tardies - Parent receives a Tardy Notice contact that includes a Tardy Policy review.

- ii. 10 or more tardies - Student is marked truant unless the absence is excused by a medical professional or the school leader. For truancy consequences, please refer to Bonneville Academy's Administrative Rules for Truancy.
- d. Grade 4-5 Tardy Consequences
  - i. 3rd tardy-Student contact that includes a Tardy Policy review.
  - ii. 6th tardy-Parent receives a Tardy Notice email that includes a Tardy Policy review.
  - iii. 10 or more tardies- Student is marked truant unless the absence is excused by a medical professional or the school director. For truancy consequences, please refer to Bonneville Academy's Administrative Rules for Truancy.
- e. Grade 6-9 Tardy Consequences
  - i. 3rd tardy - Student reviews the Tardy Policy and signs it.
  - ii. 4th tardy - Parent receives a Tardy Notice email that includes a Tardy Policy review.
  - iii. 10 or more tardies- parent contact and student is marked truant unless the absence is excused by a medical professional or the school leader. For truancy consequences, please refer to Bonneville Academy's Administrative Rules for Truancy.