

# Attendance & Truancy Policy

## Definitions:

1. "Absence" is a student's non-attendance at school for one or more consecutive 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) Medical appointments
  - b) Illness
  - c) Death of a family member or family friend
  - d) Approved school activity
  - e) Absence consistent with students IEP or Section 504 accommodation Plan
  - f) Family-related absences, not to exceed three consecutive school days
  - g) Pre-approved extended absence
  - h) Unforeseen extenuating circumstances as determined by the school's Administration.
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.). 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 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 six 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 five 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.

#### 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.

### **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.

Truancy:

Bonneville Academy will implement the following consequences for all truanancies:

<b># of Unexcused Day Absent</b>	What Happens if my student accumulates unexcused absences?
<b>0</b>	<b>Compulsory Education Information</b> - Notice included in online registration and in other publications sent to community and patrons
<b>3-5</b>	<b>Phone Call or Email</b> - from the teacher and/or the attendance secretary. They will inquire if the student is doing okay, express concern, and ask what the school can do to support the student making up work and not falling behind.
<b>6-8</b>	<b>Notification of Attendance Issue/Truancy Citation #1</b> - Parents will receive via email and regular mail, a letter from the principal explaining the student has missed six unexcused days of school and reminding the parent of the importance of regular school attendance. Parents Contact the principal within 3 days to discuss their students attendance
<b>9-11</b>	<b>Notice of Compulsory Education Violation/ Truancy Citation #2</b> - The attendance secretary will send, via email, a second letter from the principal explaining that the student has missed nine unexcused days of school and reminding the parent of the importance of regular school attendance. Parents Contact the principal within 3 days to discuss their student's attendance.
<b>12</b>	<b>Notice of Habitual Truancy/ Truancy Citation #3</b> - The Director will sent the Habitual Truancy Citation Letter #3 through certified mail warning of the pending court referral. A court referral will be made if the student has five more unexcused absences during the school year Beyond Letter #3
<b>17</b>	<b>Court Referral</b> - The court referral may result in a class B misdemeanor with the potential of a 1,000 fine and 180 days in jail.

Approved: 10.11.22