

**3201 ATTENDANCE & TRUANCY POLICY** In compliance with Utah State Law and Utah State Office of Education (USOE) Administrative Rules, Mountainville Academy (MA) establishes the following policies and procedures regarding attendance and truancy. These policies and procedures reinforce the mission and vision of MA in achieving academic and personal excellence for all students. Policies which require consistent and punctual attendance are in the best interest of all students in helping them achieve their academic and personal goals. This policy will employ the following definitions:

- "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.
- "Extended Absence" is an absence from school of four or more consecutive days, but not to exceed ten school days;
- "Excused Absence" is an absence from school for one or more of the following reasons:
  - illness
  - medical appointments
  - death of family member or family friend
  - approved school activity
  - absence consistent with student's IEP or Section 504 accommodation plan
  - family-related absence, not to exceed three consecutive school days
  - pre-approved extended absence
  - unforeseen extenuating circumstances as determined by the school's Administration, or designee
- "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 leader.

**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. 151 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 once a day during the homeroom. 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 Leader is designated to approve requests for extended absences. Approval will not be granted if it is determined by the School Leader 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: 152 For each student truancy MA 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: · Referral to School Administration, or appropriate designee · Meetings with student and parents · Adjustments to the student's schedule · Attendance monitoring · Attendance contracts · Attendance School · Truancy citation (for students 12 and over) · School suspension **or disenrollment** · Parent attending school with student · Referral to Juvenile Court (for students 12 and over)