



Truancy Policy

Approved August 13, 2013

A. Purpose

The Laws of the State of Utah require students between the ages of six and eighteen to be in attendance at school unless they have graduated from high school (See Utah Code, 53A11101, 53A11102). The Utah State Board of Education views on time attendance as a critical element for student achievement success. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill.

B. Definitions

1. **Excessive Absenteeism:** “Excessive absenteeism” is being absent from school, or any individual class thereof, for more than six times in any twelve week period. This does not include excused school absences and school sponsored activities.
2. **Excused Absence:** An “excused absence” is an absence that has been excused by the school administration. A student may be excused from school for a reasonable period of time for a death, severe illness, or injury in the immediate family. Prearranged absences may also be excused. Medical appointments are excused with appropriate documentation. In order for an absence to be excused, it must meet the requirements of the Excused absence policy.
3. **Habitual Truant:** A “habitual truant” is a school age minor who has received more than two truancy citations within one school year and eight absences without a legitimate or valid excuse or who, in defiance of efforts on the part of school authorities to resolve a student’s attendance problem, refuses to regularly attend school or any scheduled period of the school day.
4. **Truancy Citation:** A “truancy citation” is an administrative notice to a truant minor requiring an appearance before the principal or other designated school truancy control officer.
5. **On-campus Truancy:** An “on-campus truancy” occurs when the student is truant but does not leave campus.
6. **Off-campus Truancy:** An “off-campus truancy” occurs when the student is truant but has left campus.

Policy

1. **Residency:** Only students who have been appropriately registered may attend classes at Maeser Prep Academy.
2. **Excused Absences:** The individual school administration may excuse a student from school for a reason identified by the school as reasonable such as: illness, medical appointments, family

Reference Utah Rule 277-607

emergencies, death of a family member or close friend, or family activity or travel, consistent with school policy, or any other legitimate school approved reason.

3. **Excessive Absences:** Excessive absences will be subject to any or all of the following sanctions or disciplinary activities:

- a. Meeting between school officials and parent(s).
- b. Interventions such as schedule changes.
- c. Referral to youth court.
- d. Referral to juvenile court.
- e. Withheld credit
- f. Dismissal from school

4. **Truancy:**

a. A student who is truant one or more times in any individual day will be issued a truancy citation and must meet with school officials.

b. Truancy may be handled through the discipline policy and may include:

- 1. suspension/expulsion
- 2. prohibiting participation in extracurricular activities
- 3. prohibiting attendance at extracurricular activities
- 4. prohibiting participation in graduation ceremony
- 5. loss of credit
- 6. referral to Juvenile court and/or local authorities
- 7. dismissal from Maeser

~~b. Administrative Penalties~~

~~i. Administrative Fine: A student who is issued a truancy citation shall be assessed a fine of \$25.00 (twenty five dollars).~~

- ~~1. All fines must be paid within ten days from receipt of the truancy citation.~~
- ~~2. Truancy fines are not subject to fee waiver.~~

~~ii. Failure to Comply with Administrative Penalties: In the event that a student fails to pay the administrative fine or successfully complete any penalty imposed in lieu of such administrative fine, the school administration may impose any or all of the following:~~

- ~~1. Prohibit participation in extracurricular activities.~~
- ~~2. Prohibit attendance at extracurricular activities.~~
- ~~3. Prohibit participation in the graduation ceremony.~~
- ~~4. Withhold credit.~~
- ~~5. Refer to Juvenile Court and/or local authorities~~

5. **Procedures to Notify Parent:** PowerAnnouncer is the Maeser system that automatically alerts parents of student absences on a daily basis. If a student becomes truant, the individual school's administration and/or Attendance Officer will make every effort to notify the student's parent(s) by telephone, mail, or personal communication and use the following procedures:

- a. Issue truancy citation to the student and notify parent(s). In or out of school suspension will be given subject to Administrative discretion.

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b. **Habitual truancy (more than two trancies):** In addition to citation and suspension, a meeting with the student and parent(s) to determine the reason for the truancy/absence and discuss consequences is required for student to return to class. Accommodations, a behavior plan, and/or a written contract may be developed. Multiple truancy violations may require contacting local authorities and referral to youth court.

c. If a student violates the behavioral plan set in place, ~~a meeting~~Meet with parent(s) and student in a school-appointed expulsionary hearing may be recommended. Parent(s) will be informed that after following state and legal guidelines of due process, the student will be released from Maeser due to excessive trancies, further disciplinary action will be determined by Administration which may include suspension and/or expulsion.

d. ~~Truancy that is determined to be habitual will be handled by a formal letter to the parents documenting history of student's truancy and potential legal ramifications. Students older than 12 years will be referred to local authorities in which a hearing with Administration and authorities will be required.~~

e. More than ~~68~~68 absences/truancies: : Issue truancy citation to the student and send a formal letter to parent(s) documenting the pattern of absences, steps taken to remedy the situation, and that the student is being referred to youth/juvenile court if student is older than 12 years of age. ~~Students older than 12 years will be referred to local authorities in which a hearing with Administration and authorities will be required.~~

f. If excessive absences/truancies still occur after formal meeting, behavioral plan, and youth court referral, parents will be informed following state and legal guidelines that the student will be released from Maeser due to Compulsary Educational laws concerning excessive absences/truancies . ~~Meet with parent(s) and student in a school-appointed expulsionary hearing. Parent(s) will be informed that after following state and legal guidelines of due process, the student will be released from Maeser due to excessive trancies.~~

Appeal Procedure:

1. Any student who has received a truancy citation or an unexcused absence has the right to appeal the truancy citation or unexcused absence to a Performance Review Committee (PRC) appointed by the Director or Dean of Students of the student's school. Such appeal must be filed with the Administration, in writing, signed by both the parent and student, within 10 days of receiving the truancy citation or unexcused absence.
2. The (PRC) will consist of at least one Administrator, one counselor, and a teacher.
3. At the hearing before the (PRC) the student may be represented by a person of his/her choosing and shall be entitled to produce witnesses, ask questions, and present any relevant information on cited student's behalf.

4. The (PRC) should render its decision after the hearing or may take the matter under advisement. The (PRC's) decision will be written down and sent to the parents/guardian within 5 days of the hearing. The (PRC's) decision will be final.
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5. ~~Upon parent notification of the PRC's decision, if it is determined truancy fines are owed then payment will be required by the next school day.~~

Release from Compulsory Education: The Maeser Board of Directors, after following the outlined due process and acting within state and legal guidelines, may release a student from school for unresolved excessive absences and truanancies.



Truancy Citation Form
 Maeser Preparatory Academy
Truth, Honor, Virtue
 Phone: 801-235-9000
 Address: 320 W 600 S, Lindon, UT

Truancy Citation Fine (\$25.00) Date _____ Number of Prior Citations _____

Truancy Date _____ Period(s) Truant _____

Student Name _____

Student ID _____ Phone Number _____

Age _____ Grade _____

Parent/Guardian(s) _____

Behavioral Plan Created _____ Date of Behavioral Plan Implementation _____

Youth Court Referral _____ Referral Officer _____

Juvenile Court Referral _____ Referral Officer _____

Case number _____ Court Referred to: _____

Administrative Hearing Date _____

Pre-Court Hearing Date _____

Board Expulsionary Hearing Date _____

Expulsionary Hearing Outcome _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Administrative Use Only

Amount of Truancy Fine Paid _____ Cash
 Account _____ Check # _____
 _____ Credit Card _____

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