

Title: Student Attendance Policy - Distance Learning Program

Effective Date: May 8, 2018

References:

UCA 53A-11-101 through 105, Students in Public Schools, *Compulsory Education Requirements*
Utah Administrative Rule R277-419-5, Pupil Accounting, *Student Membership Eligibility and Continuing Enrollment Measurements.*

Utah Administrative Rule R277-607, Truancy Prevention

Purpose

Regular attendance at school is required by law and is a major key to students' success. Frequent absence from daily instruction disrupts the learning process. A quality education requires a continuity of instruction, participation, learning experience, and study. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated.

Ignite Entrepreneurship Academy ("IEA") makes every effort, within the following guidelines, to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend school regularly.

This policy applies to students participating in IEA's Distance Learning Program.

Definitions

Absence. Non-attendance at school for at least four consecutive hours of a full school day or 50% of a non-full school day.

Activity Absences: Students participating in activities that do not involve the entire student body will be excused by an administratively approved Activity Release form. Students are not penalized for the absence, but must make-up assigned work per teacher's disclosure statement.

Excused Absence. An absence from school or class which has been verified by a parent/guardian or school administrator in accordance with established procedures and is for a valid reason, including:

- 1) illness;
- 2) in accordance with a student's IEP or Section 504 Accommodation Plan;
- 3) death of family member;
- 4) approved school activity;
- 5) any other excuse established as valid by the Director.

Extended Absence. Absence from school of four or more consecutive school days.

Suspensions: The suspended student is counted present on attendance records and cannot be penalized for non-attendance on days of suspension. Make-up work must be provided for suspended students. Work must be completed within the time requirements of the individual teacher.

Truancy: Either parents/guardians or the school are not aware of the student's absence. Parents/guardians, police, or school personnel verified the student's absence as truancy.

Unexcused Absence. An absence that does not meet the requirements for an Excused Absence.

Policy

Attendance

1. Utah law requires school attendance for every child between the ages of six and seventeen years ("school-age child"). Attendance in class is a vital and integral part of the educational process. Students are required to be in attendance 180 school days.
2. IEA expects at least 95% attendance, which equals nine (9) or fewer absences during one academic year.
3. Parents/guardians have primary responsibility to ensure their child's regular attendance at school. Parents are encouraged to minimize the impact of planned vacations, trips, family events, medical appointments, or other events.
4. IEA shall document each student's continued enrollment status with a weekly teacher contact requirement and required timelines for a student to provide or demonstrate completed assignments, coursework or progress toward academic goals.
5. The distance learning teacher is responsible for recording attendance daily in IEA's student information system.
6. This policy and applicable procedures shall be available for review by parents or interested parties on IEA's website or in hard copy by request.

Absences

1. A parent/guardian must notify the distance learning teacher, preferably in advance, but in any event, within five school days, of the reason for and expected duration of each non-consecutive absence. Acceptable forms of notification are through a link on the school's website, or by phone call, text, or email. IEA Administration will determine whether or not an absence is excused.
2. The Director may establish procedures and requirements regarding attendance, absences, parental notification and consequences consistent with this policy. Any such additional procedures and requirements shall be incorporated into information available to parents or interested parties on IEA's website or in hard copy by request.

3. Consequences of Excessive Absences, Unexcused Absences, and Truancy are described in the Discipline Policy.

Extended Absence/Vacation Release

1. Except in the case of an unforeseen illness or family emergency, an extended absence of four (4) or more consecutive school days requires prior approval from IEA Administration. Students may make application to the Director to miss up to ten (10) school days of each year for prior-approved education/vacation release. These prior-approved release days will not contribute to the accumulated total of absences. Forms are available in the main office and should be received by the administrative office at least one week prior to the absence following procedures established by IEA Administration. Parents and students should work with teachers to coordinate a plan for the student to make up the class work that will occur during extended absences.

Truancy

1. A student is considered "truant" if he/she has five (5) or more Unexcused Absences during the school year. A student is considered "habitually truant" if he/she has ten (10) or more Unexcused Absences during the school year.
2. Habitual trancies may result in academic and other discipline such as referral to a mobile crisis outreach team, a receiving center operated by the Division of Juvenile Justice Services, or a youth court in accordance with UCA 53A-11-911.

Appeals

1. IEA Administrators will meet with students and their parents or guardians to resolve disputes whenever parents or guardians wish to contest notices of truancy, the designation of absences as "unexcused," or the implementation of academic or disciplinary consequences due to absences. Unresolved disputes may be appealed to the Board of Trustees through IEA's grievance process.

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