

4.1 ATTENDANCE POLICY

Purpose

The purpose of this policy is to provide directives to assist Vanguard in complying with Utah Compulsory Attendance Laws, which requires every school age child (6-18) be enrolled in school and attend regularly.

Additionally, the purpose of this policy is to help students identify and resolve problems with being present and on time since parents/guardians and students are responsible for regular and punctual attendance of all their classes.

Definitions

1. **Excused Absences and Tardies:** a "Valid Excuse" means:
 - a. mental or behavioral health of the school-age child;
 - b. death of a family member or close friend
 - c. medical appointments
 - d. family emergencies
 - e. personal illness
 - f. an approved school activity;
 - g. a pre-communicated absence by parent(s)/guardian(s) in accordance with Subsection 53G-6-803(5)
 - i. Vanguard shall record an excused absence for a scheduled family event if:
 1. the parent submits a written statement at least 1 school day before the scheduled absence; and
 2. the student agrees to make up course work for school days missed for the scheduled absence.
 - h. an absence permitted by a school-age child's:
 - i. individualized education program; or
 - ii. Section 504 accommodation plan;
- "Valid excuse" does not mean a parent acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted by school.
2. **Detention:** a consequence in which students are required to attend a study hall style class for a specified amount of time. This is usually done during non-school hours.
3. **No Grade (NG):** Grade student receives if they have more than 1 outstanding absence/tardy that has not made up. NG does not reflect failure, in fact the grade may be passing, but the student has not put in enough time in class to receive a grade in it. The grade of an NG is not calculated in the grade point average. An NG will not override a failing grade.
4. **Truancy:** means a condition in which a school-age child, without a valid excuse is absent for at least half of the school day

Vanguard Academy

Policy Handbook

Policy

Vanguard Academy recognizes that the Utah Compulsory Attendance Law (**Utah Code 53G-6-202.**) directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have graduated from high school or have been excused by the Board of Education. ****Utah State Law R277-419-5-4a(1)** requires that any student who misses ten consecutive days of school without prior arrangement by a parent/guardian should be considered no longer attending said school. Parent/guardian of students who fall into this category will be contacted by an Administrator informing them that their student is being withdrawn from Vanguard Academy.

All students, regardless of age, are required to have a parent/guardian excuse absences and/or 1st period tardies. A parent/guardian has ten (10) school days after the date of an absence and/or 1st period tardy to excuse the absence and/or tardy from a late check-in to school.

Rules

1. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences. If a student is legitimately absent from class, it is his/her responsibility to contact the teacher regarding make-up work.
2. Teachers will be required to give students who are absent and/or tardy an opportunity to make up work missed.
3. Students missing a class to participate in any school sponsored activity will not be considered absent from that class provided they have followed proper excusal procedures. To earn full grade or credit in the class missed, these students will be required to make up work if assigned by the teacher.
4. Classroom teachers are required to record and verify daily student attendance each class period. Each individual teacher will, where appropriate, develop grading and credit policy that promotes attendance, class participation, and academic achievement.
5. Parents/guardians are expected to ensure that their children attend school regularly and arrive on time. It is the responsibility of the parent/guardian to notify school officials of legitimate absences. The parent/guardian must email or telephone the attendance office to excuse absences and/or confirm student checkout prior to the student's leaving during the school day.
6. When the course commences, teachers must submit disclosure documents in writing to enrolled students outlining the attendance and class participation guidelines of the class which will be used for the student's grade and credit determination.
7. Administrators and teachers will coordinate extracurricular activities so students' attendance and participation will only be disrupted minimally.
8. Administrators shall work cooperatively with students, parents/guardians, teachers, and school guidance personnel to improve student attendance. Administrators shall use earnest and

persistent effort, including parent notification, to deter excessive and unexcused student absences.

9. An absence may be excused by a parent or guardian with a valid excuse up to 10 school days following an absence. After 10 days, an absence may only be excused with the Director's/Assistant Director's approval.

PROCEDURES

Excused Absences/Tardies

1. Parent/Guardian must contact the attendance office to excuse their students' absence or 1st period tardy.

Unexcused Absences and Tardies

1. 1-2 days absences **per class**: Parent will be notified of student's absence.
2. Any class with more than two (2) unexcused absence in a quarter, may result in:
 - a. A student will be given 1 hour of Detention upon receiving a third unexcused/truant absence in a given class. This extends to all subsequent unexcused/truant absences thereafter.
3. Any class with more than two (2) unexcused tardies in a quarter, may result in:
 - a. A student will be given 1/2 hour of Detention upon receiving a third tardy in a given class. This extends to all subsequent tardies thereafter.
4. Students and Parent/guardian will be sent out a notice if the student owes any Detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of Detention that the student is assigned.
5. A student will receive a No Grade (NG) in any class that has more than 1 unexcused absence and/or tardies in a quarter that have not been made up
 - a. NGs do not affect the underlying grade, but are put in place until the NGs have been cleared. Because of this, NGs do not count towards graduation.
 - b. The total number of NGs for a student is set to zero (0) at the start of each quarter.
 - c. Students may remove NGs from a class in one of the following ways:
 - i. A student may come to scheduled Detention.
 - ii. A student may request a special NG assignment project from the administration.
 - iii. A Student may submit community service hours (Must get a letter from the organization provided service for)

Detention

1. Students and Parent/Guardian will be sent out a notice if the student owes any detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of detention that the student is assigned. If a student fails to attend their scheduled detention, they will be suspended until they have started attending their scheduled detention.

Truancy

1. Truancy Citations. A school administrator or a designee of a school administrator may issue a Truancy Citation. A copy of the Truancy Citation shall be sent in writing to the parent or legal guardian of the school-age child. The Truancy Citation shall:
 - Identify the classes and/or dates for which the student has been considered truant;
 - Direct the student and parent to meet with school authorities to discuss the student's truancies; and
 - Inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the school-age child.
2. Copies of truancy citations and notices shall be retained in the student's permanent record.
3. The parent shall have the right to appeal a truancy citation or notice of truancy in writing to the building level administrator within ten (10) days of being issued.
4. A school administrator may impose administrative penalties on a student who is issued a truancy citation. Administrative penalties may include, but are not limited to:
 - Referral to School Administration, or appropriate designee
 - Meeting(s) with student and parents
 - Adjustments to the student's schedule
 - Attendance monitoring
 - Attendance contracts
 - After-School Detention
 - Truancy citation (for students 12 and over)
 - School suspension
 - Parent attending school with student
 - Referral to Juvenile Court (for students 12 and over)

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. 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.

References

Utah State Law R277-419-5-a(1)

(Utah Code 53A-11-101)

Revision History and Approval Date

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