



Document Number: A-18  
Document Name: Attendance Policy  
Effective Date: April 9, 2016  
Document Status: Approved

### 1.0 Purpose

The goal of Wasatch Charter School is to awaken a love of learning in young people, and provide them with the tools needed to be successful, responsible members of society. Because of the hands on learning style used at Wasatch Charter School, many educational activities cannot be duplicated when a child misses school. Therefore, attendance is deemed of the utmost importance to ensure the success of your child.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. The School intends for this policy to be consistent with the provisions of Utah’s compulsory attendance laws, Utah Code 53A-11-101 through 53A-11-105.

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## 2.0 Definition

**Absence or Absent:** Failure of a school-age minor assigned to a class or class period to attend the entire class or class period.

**Valid Excuse:**

- An illness
- A family death
- An approved school activity
- A medical appointment
- Excuses consistent with student’s IEP
- Other reasons as approved by school administrator

**School year:** the period of time designated by the Board as the school year for WCS.

**Truant:** Absent without a valid excuse.

## 3.0 Policy Content

**Attendance Requirements:** As per Utah Code 53A-11, students are allowed a maximum of five (5) unexcused absences per year. Ten consecutive unexcused absences from school will result in un-enrollment.

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Excused Absences: A verbal or written communication documenting a valid excuse must be received from the student’s parent/guardian within one (1) business day of the absence in order for the absence to be excused. In the event that multiple days are missed consecutively, a written communication must be received within one (1) business day of the student’s return to school.

Tardiness: A student is tardy if they are not in the classroom at the designated start time for class. Any late student must be signed in by a parent in the front office. If a student is chronically tardy, they may be referred to the administration for intervention.

Early Checkout: Failure to attend all classes or class periods, or the entire class or class period is considered an absence as per Utah Code 53A. Excessive early checkouts will be managed, and may be referred to the administration for intervention.

Notice of Compulsory Education Violation: The School may issue a notice to a parent or guardian of a student who is over the age of twelve (12) if the student is truant at least five (5) times during the school year. This notice shall consist of the following:

- Direct the parent or guardian to meet with School authorities to discuss the student’s attendance problem and cooperate with the Director to secure regular attendance by the student.
- Designate the school authority with whom the parent or guardian is required to meet.

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- State that it is a class B misdemeanor for the student’s parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student’s attendance problems, or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year.
- This notice shall be served to the parent or guardian by personal service or certified mail.

Intervention: The School’s Intervention Program is established to encourage good attendance and document efforts made to resolve student’s attendance issues. It is the duty of the Governing Board of Wasatch Charter School to hold students and parents to the policy set forth in Utah Code 53A, and work toward resolving student attendance problems. Wasatch Charter School’s intervention plan is as follows:

- Attendance Policy will be made readily available on the website, a physical copy of the policy will be made available at back to school night.
- When a student’s attendance is negatively affecting the students learning, the classroom teacher will notify the student and or the parent or guardian of the concern. The teacher will work with the parent or guardian to improve attendance and offer solutions to get the student caught up in their learning. The student’s progress will be monitored.
- If the teacher’s efforts in working with the parents or guardians does not adequately address the problem, the Director will request a meeting to discuss further intervention in correcting the attendance issue, this may be in the form of a Compulsory Education Violation, depending on the number of absences and specific to the case at hand.

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- Upon the Director’s request, the parent or guardian may be asked to meet with the Governing Board for an attendance hearing to discuss the ongoing attendance issues and additional intervention.
- Honest efforts shall be made in working with parents and or guardians to secure attendance that is in conformance with Utah Code. This process will include the following as appropriate: Counseling of the minor by school authorities, counselors, and resource officer, issuing a notice of compulsory education violation to a parent of a school age child, making adjustments to the curriculum and schedule to meet the needs of the minor, considering alternatives proposed by parents, enrolling student at a school with a more traditional education model, suggesting community resources available to help the family.

#### 4.0 Relevant Procedures, Guidelines & Restrictions

#### 5.0 Policy Owner

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## 6.0 Exhibits / Appendices / Forms

## 7.0 Supporting Information

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