ATTENDANCE AND TRUANCY PREVENTION POLICY

Purpose: The purpose of this policy is to comply with the requirements of Utah Code Ann. R277-419-5-a(1) and 53A-11-101 through 53A-11-105 and Truancy Prevention, Utah Administrative Code R277-607. In the best interest of all students, WSU Charter Academy requires consistent and punctual attendance to help the student achieve their academic and personal goals.

Policy: WSU Charter Academy is committed to providing a quality education for every student. WSU Charter Academy firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction and prove disruptive for students, teachers, and staff. At WSU Charter Academy, every hour is filled with learning activities and concepts. In order to truly benefit from their learning experiences, continuous, prompt attendance at school is necessary.

Absences:
If your student is absent for any reason, please use the school website (Report Student Absence(s) Here) to report the absence within one (1) business day of the absence(s) in order for the absence to be excused.

An “Excused Absence” results from the following:
• Personal illness;
• Death of a family member or close friend;
• Documented medical/dental appointment;
• Family emergency; or
• Pre-notified extended absence for family activity or travel.
Other absences from school are considered unexcused.

Utah State Law R277-419-5-a(1) requires that any student who misses ten (10) consecutive days of school without prior arrangement by a parent/guardian should be considered no longer attending said school. Parents of students who fall into this category will receive a certified letter from the school letting them know that their student has been withdrawn from WSU Charter Academy.

Pre-notification Extended Absences: A parent/guardian must pre-notify the Principal prior to a student’s extended absence of to ten (10) days. This might include family vacation/activities, medical or, family emergencies, etc. Notification needs to be sent to the Principal via e-mail at cbearden@weber.edu or letter, sent to Camie Bearden, Principal, WSU Charter Academy, 1351 Edvalson St. Dept. 1305, Ogden, UT, 84408, five days prior to the first day of the extended absence.
Truancy
For each student truancy, defined as the action of staying away from school without an excused absence, WSU Charter Academy will attempt to make parent contact via the procedures outlined in the Administrative Rules (see below).

Due Process
This policy allows for due process and actions taken under this policy may be appealed, first to the Principal, then to the Board of Directors.

Administrative Rules
The following Administrative Rules shall apply:

Attendance:
1) Students must be present for at least 50% of the school day in order to be considered in attendance.
2) Students who are absent due to illness for five or more consecutive days must have a doctor’s note to excuse the absences.

Truancy:
1) Each time a student is absent from school without a parent/guardian excuse within one week, the school will make the following parent/guardian contact:
   · 1st truancy contact: Email
   · 2nd truancy contact: Phone
   · 3rd truancy contact: Letter
2) If a parent/guardian fails to respond to the school or give a valid excuse within one week of the final (third) truancy contact, the student will receive a school transcript/progress report hold.
3) WSU Charter Academy will implement the following consequences for all truancies:
   a) Truancy Consequences
      · 1st truancy: parent(s) will meet with teacher to resolve the situation.
      · 2nd - plus truancy: parents will meet with the School Principal.