

## 3000 Attendance Policy

Definitions:

"Absence" or "absent" means the failure of a school-age child assigned to a class or class period to attend a class or class period.

"Consecutive" absences mean one after the other with no break in between.

"Cumulative" absences mean an aggregate total whether excused or unexcused.

"Educational neglect" means that, after receiving a notice of compulsory education violation under Utah Revised Statutes Section [53G-6-202](#), the parent or guardian fails to make a good faith effort to ensure that the child receives an appropriate education.

"Extreme Tardy" means a student who is more than 10 minutes late to a class at the beginning of the school day.

"School day" means the portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.

"Tardy" means a student who is less than 10 minutes late at the beginning of first period, or not in the prescribed classroom at the bell during any other class period of the day.

"Truant" means a condition in which a school-age child, without a valid excuse, and subject to Subsection [\(8\)\(b\)](#), is absent for at least half of the school day, or, student is deliberately absent from school and/or class without the knowledge or consent of their parents or the school.

"Valid Excused Absence" means:

- an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- mental or behavioral health of the school-age child;
- a family death;
- an approved school activity;
- an absence permitted by a school-age child's:
  - individualized education program; or
  - Section 504 accommodation plan;
- the parent submits a written statement at least one school day before the scheduled absence; and the student agrees to make up course work for school days missed for the scheduled absence

- a medical appointment;
- a family emergency.

## **POLICY**

Regular attendance affects student success. Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students have the responsibility to arrange make-up work with their teachers.

An absence may be excused within 10 school days of the absence. Parents are to notify the front office ([attendance@lincoln-academy.org](mailto:attendance@lincoln-academy.org)) to excuse an absence with the proper documentation. [see definitions above]

Although an absence may be identified as “excused”, the student is responsible to make up course work for the days missed in accordance with school level procedures. Student citizenship grades are still affected by excused absences.

Pre-planned, extended absences that are non-emergency or health related, do not require teachers to reteach missed instruction and curriculum. Students and parents will be responsible to contact the teacher and arrange for work to be made up independently either after dismissal time or during iExcel period (junior high school only). Teachers are not required to prepare work in advance of pre-planned absences for individual students.

Absences in the Junior High will result in the following:

3 *consecutive* class period absences will result in an email/phone call with parents.

5 *consecutive* absences in a class period will result in a meeting between parents/students/teacher and administration.

10 *consecutive* absences will result in the student’s class schedule being dropped.

Parents and student will be required to have an attendance hearing with administration in order to reinstate the student schedule. Elective classes that the student was enrolled in prior to the 10 days may no longer be available to the student.

5 *cumulative* absences in a term will result in an email/phone call with parents.

10 *cumulative* absences in a term will result in a meeting between parents/students and administration.

If a student fails to attend 60% of their classes during any 1 term of school, the student will not be eligible to receive a grade for the term and will have to make that grade up through the credit recovery process.

If a parent receives a notification of educational neglect pursuant to Section [53G-6-202](#) and fails to make a good faith effort to have the student attend school, the parent will be referred to the courts for appropriate action.

3 extreme tardies in a class period will result in an accrued absence for that class period.

Absences in Elementary will result in the following:

5 *consecutive* class period absences will result in an email/phone call with parents.

7 *consecutive* absences in a class period will result in a meeting between parents/students/teacher and administration.

10 *consecutive* absences will result in parents being required to have an attendance hearing with administration.

5 *cumulative* absences in a term will result in an email/phone call with parents.

10 *cumulative* absences in a term will result in a meeting between parents/students and administration.

Any elementary student who does not attend at least 60% of their student attendance days may be required to attend summer school to work on skill recovery/retention or may be recommended for grade level retention for the next school year.

#### Check-In Policy

Students are responsible to check-in at the front office anytime they enter campus after class has begun. For excused tardies or absences students must have a parent note or email to excuse the absence or tardy.

#### Checkout Policy

Students who are checking out must have a parent visit the front office. Students may not leave school during the school day without checking out. After a student checks out of school, he/she must leave campus. If a student remains on campus after checking out, he/she will be considered truant.

#### Absence Recovery for Junior High:

Students who have fallen below the 60% threshold or who would like to recover absences in order to participate in special activities may attend Saturday School as provided by administration.

Adopted Aug 2022