



**Official Procedure
of
Ogden Preparatory Academy**

7. Students

7.02 Attendance Administrative Procedures

Effective/Revision Date: 04/08/2014

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These procedures are established in accordance with the Attendance Policy established by the OPA Board of Directors.

Attendance Requirements

Students are allowed a maximum of five (5) absences per year before a violation of attendance is issued. The principal will request a meeting to establish a plan and address concerns. If a student exceeds nine (9) absences, alternative options will be provided and pursued including the involvement of the juvenile courts.

Definitions

1. Absence: a student's non-attendance at school for one school day or part of one school day.
2. Valid Excuse or excused absence: an absence resulting from:
 - a. An illness
 - b. A death of family member or a close friend
 - c. A documented medical appointment
 - d. A family emergency
 - e. An approved school activity
 - f. A pre-approved extended absence for a family activity or travel, consistent with school policy
 - g. A given absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.The principal has the discretion to consider other absences as "valid excuses".
3. Habitual Truant: a school age minor who: (1) is at least 12 years old; (2) is subject to the requirements of §53A-11-101.5; and (3) (a) is truant at least ten times during one school year; and (b) fails to cooperate with efforts on the part of the school authorities to resolve the minor's attendance problem as required under §53A-11-103.
4. Truant: absent from school without a valid excuse.

Excused Absences

An oral or written communication documenting a valid excuse must be received from the student's parent/guardian within one (1) business day of the absences in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school. In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

Excused absences may become unexcused if the Principal determines that absences have reached an excessive level and are adversely impacting the student's education.

Pre-approved Extended Absence

A parent/guardian may request approval from the Principal prior to a student's extended absence of up to nine (9) days per school year. The Principal will approve the absence if the principal determines that the extended absence will not adversely impact the student's education.

Make-up Work

Make-up work is permitted for students who have EXCUSED absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time frame determined by the teacher.

Tardiness

A student is tardy if he or she is not in their assigned classroom when the bell rings. If a student is chronically tardy, then the student may be referred to the administration. 5th through 9th grade students will receive a detention after the 3rd unexcused tardy and the Parent will be notified.

Notification of Absences

In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents will be notified when their student reaches the fifth (5) absence of the year and put on a watch list.

Grounds for an Appeal

Students who believe that all or part of their absences and/or tardies should be considered excused may provide a written request to the administrator to review their case.

Truancy Intervention Program

The school's Truancy intervention program is established to encourage good attendance and to facilitate the processing of chronically truant students through the juvenile court. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- Annual notification of school attendance policies will be provided to the parents of all students at the time of registration.

- When a student reaches five (5) absences parents will be contacted. The student will be placed on a watch list and tracked regularly. A school representative will also be in contact with these families.
- When a student reaches seven (7) absences, a meeting will be scheduled with administration to discuss and sign an attendance contract.
- If absences continue to occur, an administrative representative including a school counselor will visit the home and again discuss the contents of the contract and how they can be upheld.
- Upon reaching nine (9) absences, the contract will be reviewed and continuing attendance will be determined, including the consideration of student relocation.

Notice of Compulsory Education Violation

The school may issue a “notice of compulsory education violation” to a parent/guardian of a student who is under the age of fourteen (14) if the student is truant at least nine (9) times during the school year.

This Notice Shall:

1. Direct the parent/guardian to meet with the school authorities to discuss the student’s attendance problem and cooperate with the principal and Board to secure regular attendance by the student.
2. Designate the school authorities with whom the parent is required to meet.
3. 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 this student’s attendance problems, or fail to prevent the student from being truant an additional nine (9) more times during the remainder of the school year.
4. Be served on the parent/guardian by personal service or certified mail.

Habitual Truancy Citation

Consistent with Section 53A-11-101.7, a habitual truancy citation may be issued to a student who is a habitual truant.

Habitual truancy citations will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

Habitual truancy citations will be served on the parent/guardian by personal service or certified mail. The parent/guardian will have the right to appeal a truancy citation in writing to the principal within ten (10) days of being issued.

The School will refer a student to whom a habitual truancy citation has been issued to juvenile court. A court referral will include a recommended disposition containing the following: (a)

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documentation of attendance and academic achievement; (b) documentation of school efforts to improve attendance; (c) copies of truancy citations, including all mailing certificates; and (d) student background as requested by the prosecuting agency.

Document History

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Legal References

Utah Code §53A-11-101.5

Utah Code §53A-11-103