



Policy: Attendance

Date: March 5, 2008

Ratified June 3, 2009

PURPOSE:

North Davis Preparatory Academy's Attendance Policy is based on the belief that attendance is important insofar as it affects the student's learning. Attendance may be optional, but learning is not. A student's absences will be viewed in terms of the degree to which they interfere with the learning of the individual student. Teachers and the administration will be responsible for identifying when learning is being affected in a negative way. Some students may require interventions after fewer absences than others.

Truancy Intervention Programs

The North Davis Preparatory Academy Intervention Program has been 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 the school attendance policies will be provided to the parents of all students at the time of registration.
- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent(s) of the concern. The teacher will set up a conference with the student and/or the student's parent(s) to identify and resolve any problems that prevent the student from attending school. The student's progress will be monitored.
- If meeting with the student and parent(s) does not adequately address the problems, and the student's learning continues to suffer, then the school counselor will work with the teacher and parent(s) in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include: making adjustments to the curriculum or the schedule, counseling of the student by school authorities, considering alternatives proposed by the parent, or providing the parent with a list of resources community resources to help the family.
- In the event that the preceding interventions fail, a certified letter will be sent to the parent(s) requesting a formal meeting with the administrator to resolve the attendance problems. A copy of the letter and mailing certificates will be kept by the school. A truancy citation may be issued during this time.
- A court referral will include a recommended disposition containing the following:
 - [a] 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.

Truancy Citations

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a truancy citation which requires:

- Consultation with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- Notification of the student and a parent/ guardian of the action by the school should the student be truant in the future.
- Copies of truancy citations will be retained in the student's permanent record.
- If a student enters or leaves the school, truancy citations issued may follow the student at the discretion of the receiving school.

The parent will have the right to appeal a truancy citation in writing to the principal within ten (10) days of being issued.

DEFINITIONS

"Absence" means a student's nonattendance at school for one school day or part of one school day.

"Certified mail" means notification sent through the U.S. Post Office, that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted.

"Excused absence" means a student's absence from school for a reason identified by the school or district as reasonable, such as: illness; medical appointments; family emergencies; death of family member or close friend; family activity or travel, consistent with district/school policy.

"Habitual truant" means a school-aged minor who has ten absences without a legitimate or valid excuse which significantly impacts the student's learning, or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problem as required under Section 53A-11-103, refuses to regularly attend school or any scheduled period of the school day.

"Truant minor" is any school-age minor who is subject to the state's compulsory education law and who is absent from school without a legitimate or valid excuse.

"Unexcused absence" means a student's absence from school for reasons other than those authorized under this or an individual school's attendance policy.

A **"verified absence"** is not excused unless it fits with the school/district's definition of excused absence.

Monte Poll

June 3, 2009

Monte Poll, NDPA Board President