



# Official Procedure of Ogden Preparatory Academy

## 7. Students

### 7.01.PRC.1 Attendance Administrative Procedures

**Effective/Revision Date:** 10/01/2018

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

#### **Attendance Intervention Program**

The school's Attendance Intervention Program is established to encourage good attendance and to facilitate the processing of chronically truant students.

- Annual notification of school attendance policies will be provided to the parents of all students at the time of registration.
- Excused Absences:
  - After a student accrues 5 excused absences in a school year, OPA's Attendance Secretary will make a phone call to the student's guardian informing them of Utah's attendance laws and encouraging increased attendance. The Secretary shall use the Attendance Phone Script.
  - After a student accrues 10 excused absences in a school year, the student will be referred to the Attendance Administrator. The Attendance Administrator will contact the guardian to develop a plan to provide educational support or to help resolve the attendance problem.
  - When a student exceeds 15 excused absences in a school year, a Notice of Compulsory Education Violation will be sent to the student's guardian via certified mail if the guardian has not been cooperative with the Attendance Administration in communicating and resolving the attendance problem.
- Truancies (unexcused absences):
  - After 4 unexcused absences, the OPA Attendance Secretary shall make a phone call to the student's guardian requesting an excuse. Three consecutive Truancies require written note from the guardian.
  - When a student exceeds 5 truancies in a school year, a Truancy Notice of Compulsory Education Violation will be personally delivered to the guardian or sent to the student's guardian via certified mail.
- Tardies:
  - Grades 7-9:
    - Procedures are outlined in the Parent/Student Handbook.
  - Grades K-6:
    - After a student receives 3 unexcused morning tardies, the OPA Attendance Secretary shall make a phone call to the guardian encouraging prompt attendance and requesting an excuse.
    - After a student receives 10 morning tardies, the OPA Attendance Secretary shall send a Tardy Letter to the guardian.

- After 15 morning tardies, the family shall be referred to the Attendance Administrator for follow-up.
- The Notice of Compulsory Education Violation requires recipients to schedule a meeting with school administration to discuss remediation or to acknowledge receipt via phone call. If the recipient does not contact the school within 10 days of receipt, the administration will attempt to contact them. If contact attempts fail, administration will refer the case to Department of Child and Family Services (DCFS).
- Pre-Excused Absences:
  - Grades 4 through 9:
    - Students and/or their guardians shall present the Pre-Excused Absence Form to their teacher(s) prior to their expected absence.
    - The Pre-Excused Absence Form shall include information regarding State Code Attendance requirements.
    - Teachers shall sign the form and formulate a plan with the student and/or guardian.
    - The OPA Secretary shall sign the form.
  - Grades Kindergarten through 3:
    - Guardians shall inform the OPA Secretary of the expected absence.
    - The Secretary shall inform the guardian of State Code Attendance requirements.

**Definitions**

1. Absence: a student’s non-attendance at school for one school day or more than half 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.
  - h. 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. Doctor's notes to excuse absences shall be accepted at any time.

**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. The Principal may excuse up to nine (9) days of the pre-approved 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 absences. The teacher(s) 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.

### **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.

### **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.

### **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 contact 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.

### Document History

Board Approved: 12/12/2012  
Board Revised: 04/08/2014  
Admin Revised: 01/27/2017  
Admin Revised: 04/09/2018  
Admin Revised: 10/01/2018 *Revised timelines and letters issues.*

### Legal References

Utah Code §53A-11-101.5  
Utah Code §53A-11-103