

Summit Academy Attendance Policy

Purpose

The Summit Academy Board of Trustees recognizes that regular student attendance is essential to the instructional process. Good attendance is thus believed to be in the best interests of the students and the community. Frequent absences of the students from the day-to-day classroom disrupt the instructional process and make it difficult for the student to receive maximum benefit from their educational experience. The Board is committed to work with parents and assist them with their responsibility to have their children in attendance at school and to explain when a student may be excused or exempted from school attendance.

Policy

It is the policy of the Summit Academy Board of Trustees to comply with the Utah “State Compulsory Education Requirements” (Utah Code, Section 53A-11-101) directs parents and schools to act in accordance with the law in ascertaining that children are not absent from school except for a “legitimate or valid reason”. The law directs parents and schools as follows:

- A person having control of a minor child between the years of 6 and 18 years old shall send the minor to a public or regularly established private school during the school year.
- It is a misdemeanor for a person having control of a minor child to willfully fail to comply with the requirements of the law.
- A local board of education shall report cases of willful noncompliance to the appropriate city, county, or district attorney.
- Parents and schools are to demonstrate an earnest effort to deter truant behavior.
- Schools are to implement attendance policies which enforce consequences for truant behavior.

Accordingly, the Summit Academy Board of Trustees adopts the policies below:

Excused Absences

The Board recognizes that students may be excused from school attendance for valid and legitimate reasons. Typically, such absences are unavoidable and include:

- Student illness
- Medical appointments
- Family emergencies
- Death of a family member or close relative
- Observance of religious holidays
- Family activity or travel with prior approval of and arrangements with school administration

The principal has the authority to determine whether or not a student’s absence is excused or unexcused and may require a doctor’s note to excuse absences for student illnesses in excess of three days. We encourage parents to notify the school of your child’s absences. This lets us know that you are aware that your child is not in school.

Parent-excused absences still count as absences.

Parents are also encouraged to talk with their child’s teacher to make arrangements to complete missed work. In most cases, it is easier for the teacher to give a child missing assignments after he/she returns from an absence.

Unexcused Absences

Whenever a student is absent from school without a valid or legitimate excuse, the absence is unexcused.

Preapproval of Extended Absences

If the parent or legal guardian reasonably foresees that their student will be absent from school for an extended period of time (3 or more days), the parent/guardian shall submit a written request for preapproval of the extended absence to school administration using the Extended Absence Request Form. These forms are located in the front office and are available to print on the school website. The school administration shall review the request, along with the student's grades. If the administrator determines that the proposed absence will not adversely affect the student's education, the administrator shall approve the request. If the administrator determines that the proposed absence will adversely affect the student's education, the administrator shall deny the request.

See attachment for Extended Absence Request (3 or more absences)

- [EXTENDED ABSENCE REQUEST - Rev. 2-14](#)

Reporting an Absence Procedures

1. Whenever a student is absent from school, the parent/guardian must notify the office or call the school attendance line at 801-254-9488 ext. 109 by 12:00 p.m. the day of the absence. Absences not reported within three (3) days, will be considered unexcused when the parent/guardian fails to notify the school or when there is not a legitimate excuse for the absence.
2. Doctor's medical excuses can be submitted within one week of the absence(s).
3. A signed note may also be sent to the office via facsimile.
4. Parent/Guardian may obtain homework missed due to their students absence from their teacher.

Tardy Guidelines

- Your child is considered tardy if they are not in their classroom ready to work when the second bell rings at 8:15 a.m.
- Tardies may not be excused.
- Students who arrive between 8:15 a.m. and 8:25 a.m. will be marked tardy by the teacher.
- Students arriving after 8:25 a.m. must check in at the front office and get a check in slip to take to class.
- Students arriving any time after 8:30 a.m. must have a parent/guardian sign them in at the front office.

Attendance Guidelines

- Students are expected to be in school every day. There is a direct correlation between school attendance and achievement in school.
- It is the student's responsibility to be in class daily, to be on time, and to be prepared to take full advantage of the education process afforded.
- It is the student's responsibility to make up work missed for an excused/unexcused absence.
- A 93% attendance rate is mandated by the federal No Child Left Behind law.