



# PROVIDENCE HALL CHARTER SCHOOL

## **Attendance and Tardy Policy**

At Providence Hall Charter School we have a strong commitment to a quality education, therefore we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and instructional process.

Utah Compulsory Attendance Laws (Code 53A-11-101-105) requires that every school age child (6-18) be enrolled in school and attend regularly. Parents and students are responsible for regular and punctual attendance of all their classes. The purpose of this policy is to help students identify and resolve problems with being present and on time.

A note or phone call explaining your student's absence is required of each day your student misses school.

### **Excused Absences:**

- Individual school administration may excuse a student from school for a reason identified by the school such as:
- medical appointments
- family emergencies
- death of a family member or close friend
- family activity or travel, consistent with school policy
- personal illness
- any other legitimate school approved reason

Excessive absences will be subject to any or all of the following sanctions or disciplinary actions

- meetings between school officials and parents
- interventions
- referral to youth court
- referral to juvenile court
- withheld credit
- dismissal from school

### **Unexcused/Truant absences:**

Along with the attendance school make-up requirements for absences, trancies maintain their own specific consequences following HB 207 guidelines.

## **Junior High and High School Consequences for Excused, Unexcused Absences and Tardies**

A student will receive a No Grade (NG) in any class with:

- More than 3 tardies in a quarter
- More than 1 Unexcused absences in a quarter
- More than 7 Excused absences in a quarter

Students who arrive more than 30 minutes late to a class will be given an unexcused absence.

Students who go on an extended vacation must receive prior approval from the administration at least 48 hours in advance. If prior approval is granted and the appropriate forms filled out, this will not count towards an excessive absenteeism.

NG's do not affect the underlying grade, but are put in place until the attendance issue has been resolved. Because of this NG credit does not count towards graduation requirements and must be resolved in order to receive credit for the course.

Students may remove NG's from a class in one of the following ways:

1. A student may attend attendance school. One attendance school will remove one tardy, Two attendance schools will remove one unexcused absence.
2. A student may request an assignment from the school administration.

## **Administrative Penalties**

- **Administrative Fee:** A student who is issued a truancy citation shall be assessed a fee of \$25.00 (twenty- five dollars).
- All fees must be paid within two weeks of the end of the term in which the truancy occurred.
- If a student is unable to pay the administrative fee imposed under this section, the Business Manager will discuss other options available to the student in lieu of paying the administrative fee.
- Truancy fees are not subject to fee waiver.
- Failure to pay assessed fees will be part of the juvenile court referral.

In the event that a student fails to pay the administrative fee or successfully complete any penalty imposed in lieu of such administrative fee, the school administration may impose any or all of the following:

- Prohibit participation in extracurricular activities.
- Prohibit attendance at extracurricular activities.
- Prohibit participation in the graduation ceremony.
- Withhold credit.
- Refer to Juvenile Court and/or local authorities

## **Appeals Procedure:**

- Any student who has received a truancy citation or an unexcused absence has the right to appeal the truancy citation or unexcused absence to a Performance Review Committee appointed by the school administration. Such appeal must be filed with the Administration, in writing, signed by both the parent and student, within 10 days of receiving the truancy citation or unexcused absence.
- The Performance Review Committee will consist of at least one Administrator, one counselor, and a teacher.
- At the hearing before the Review Committee the student may be represented by a person of his/her choosing and shall be entitled to produce witnesses, ask questions, and present any relevant information on cited student's behalf.
- The Performance Review Committee should render its decision after the hearing or may take the matter under advisement. The Performance Review Committee's decision will be written down and sent to the parents/guardian within 5 days of the hearing. The Performance Review Committee's decision will be final.

**Release from Compulsory Education:** The school Board, after following the outlined due process and acting within state and legal guidelines, may release a student from school for unresolved excessive absences and trancies.