

The Center for Creativity, Innovation and Discovery

Student Attendance Policy and Procedures

Philosophy

Regular attendance at school is required by law and is a major key to students' success. Frequent absence of students from day-to-day classroom instruction disrupts the learning process. A quality education requires a continuity of instruction, class participation, learning experience, and study. Activities, discussions, simulations, projects, and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work.

The Center for Creativity, Innovation and Discovery ("CCID") makes every effort, within the following guidelines, to encourage regular attendance for all students and to assist parents in their responsibility to have their children attend school regularly.

Notice of Compulsory Education Violation

When a student has been absent ten (10) or more days without contact between the school and a parent, that student is truant. In the case of truancy, CCID is required to make a report to the State.

Utah law requires children between the ages of six (6) and eighteen (18) to attend school. A parent or guardian whose children are chronically absent may face misdemeanor criminal charges. CCID is obligated to give such parents or guardians a *Notice of Compulsory Education Violation* which immediately requires the following:

- A meeting between CCID's Administration and a parent or guardian to discuss attendance concerns;
- Cooperation on the part of a parent or guardian with the school in order to ensure regular attendance;
- Recognition by a parent or guardian through notification that it is a class B misdemeanor if a parent or guardian fails to meet with CCID's Administration to discuss the attendance problems or fails to prevent a student from being absent without a valid excuse five or more times during the remainder of the school year.

Notifications

While CCID will attempt to serve a *Notice of Compulsory Education Violation* by personal service or certified mail, the school may not be able to do so without a

confirmed physical address for a parent or guardian. In such a case, the school may notify a parent or guardian through email or by phone (recording the name of the parent notified, as well as the date and time of notification).

CCID is also obligated to give notice to the appropriate division of child welfare services and a county or district attorney if the school cannot verify the welfare of any chronically absent student.

Guidelines and Procedures

- A. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences.
- B. Parents or guardians have primary responsibility for regular student attendance at school and timely arrival, although students also share in this responsibility.
- C. Administrators shall work cooperatively with students, parents or guardians, teachers, and staff to improve student attendance.
- D. Administrators shall use earnest and persistent effort, including parent notification, to deter excessive and unexcused student absences.
- E. Administrators will notify a parent or guardian, as well as the involved student, concerning possible academic consequences or District Court referral for excessive absenteeism.
- F. Notification will be in the form of state mandated truancy letters, phone calls, conferences, or disciplinary meetings. Habitual truant citations may be issued to students consistent with Section 53A-11-101.7.
- G. A student may be considered "truant" if that student has missed school at least five (5) times without a valid excuse or, in other words, for reasons other than those authorized under school policy, or without parent contact; a student will be considered "truant" if that student has missed school at least ten (10) times without a valid excuse, or in other words, for reasons other than those authorized under school policy, or without parent contact.
- H. A student may be considered "habitually truant" if that student is twelve (12) years of age or older and has missed school at least ten (10) times without a valid excuse.
- I. Administrators will meet with school-age minors and their parents or guardians to resolve disputes whenever parents or guardians contest notices of truancy, the designation of absences as "unexcused," or the implementation of academic or disciplinary consequences due to absences.
- J. Unresolved disputes may be appealed to the Governing Board through the school's regular grievance process.
- K. Parents or guardians must notify the Executive Director in advance of legitimate

absences so that the absence is not designated “unexcused” (absences due to illness and emergency are an exception).

- L. An ‘unexcused absence’ is a student’s absence from school for reasons other than those authorized under CCID Policy.
- M. Students may be legitimately absent from class for an “excused absence.” An absence is designated as “excused” for illness, medical and dental appointments that cannot be reasonably scheduled after school, unusual opportunities for educational experiences beyond the classroom, religious practice, and family events such as reunions, weddings, and the like.
- N. An absence will also be designated as “excused” when such an absence is consistent with student’s IEP, Section 504 Accommodation Plan, even if it falls outside the regular “excused” absence category according to general school policy.
- O. Whenever possible, a family is anticipating an excused absence should contact the teacher in advance of the absence in order to acquire guidance for study and work while absent.
- P. If a student has been legitimately absent from class due to an unanticipated absence, the family must contact the teacher regarding make-up work when he/she returns.
- Q. If a student must leave school during the school day, parents or guardians must come to the office to check the student off of campus. The parent / guardians must check out with the main office and record student name, indicate the reason for early departure, and the time of early departure.
- R. The Administration will notify teachers in advance of excused or unexcused absences for which the school has been given notice.
- S. Classroom teachers are required to record and verify daily student attendance. Classroom teachers will notify the Administration if a student’s attendance is irregular or absences are excessive (more than two consecutive or more than five total), if the absence seems to fall into the category of an “unexcused” absence, or if the absence occurs without explanation.
- T. Individual teachers will, in accordance with school policy, develop grading and credit guidelines that promote attendance, class participation, and academic achievement.
- U. Individual teachers will, in accordance with school policy, record tardiness and report the excessive tardiness of any student to the Administration. At the discretion of the Executive Director excessive student tardiness will receive academic and/or disciplinary consequences in accordance with school policy.
- V. The Administration and individual teachers shall develop attendance plans and procedures that comply with state and board policies. The plan and procedures

shall include:

1. Responsibilities for students, parents, classroom teachers, and school administrators;
2. Procedures for managing attendance issues, i.e., illness, check in/out, school activity absences, etc.;
3. An acceptable range of school and classroom consequences for unexcused absences and tardiness; and
4. Guidelines for making up work.

W. The *Student Attendance Policy and Procedures* shall be available for review by parents or interested parties on CCID's website or in hard copy at the Front Office upon request. The Administration and the Governing Board shall regularly review attendance data and shall annually review the *Student Attendance Policy and Procedures* in order to consider revisions to the policy in an effort to encourage student attendance.