

## Pinnacle Schools

### ATTENDANCE POLICY AS PER UTAH LAW 53A-11-101—Approved June 29, 2006

According to the Utah compulsory Attendance Laws (53A-11-101) every school age child must be in school until age 18 or graduation. Under this law, parents or guardians are obliged to enforce compulsory school attendance. In fact, it is a misdemeanor if a parent fails to have his child in regular attendance. Such laws are intended to facilitate development of skills and knowledge necessary for students to learn to function in a modern democratic society through attending school regularly. The Utah State Board of Education also views on-time attendance as a critical element for student success. When students miss school, they miss out. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. Regular, on time attendance is a life skill required for successful employment in the future, as well as helping maintain consistent and dependable relationships. Increasing an optimal learning environment that fosters these lifelong habits of accountability and reliability begins with consistent attendance in school. PCA is committed to support parents, students and school personnel in making decisions that lead to a 95% on time attendance by every child.

Teachers should employ strategies that encourage on-time attendance through recognition, rewards and grades. These may include:

- Exemption from taking a final exam if attendance meets a high expectation. (Perfect Attendance)
- Choice of exempting one test from final grade analysis if attendance meets a higher expectation.
- Regular recognition of students who display on-time and regular attendance.
- Periodic quizzes taken in the first few minutes of class, thus providing additional points to students who arrive on time.

School personnel will schedule school activities so as to not disrupt regular, on-time school attendance. Teachers shall release students from class on time and not interfere with the on-time attendance of students in their teachers' classes.

Parents should excuse students only for valid reasons identified by the PCA School Board:

- Illness
- Medical appointments
- Family emergencies
- Death of family member or close friend
- Family activity or travel consistent with the board and school policy

A clearly defined process for absence and tardy review is in place. Documentation of absences will be coded as follows:

- E=Excused by Parent and/or Guardian (not to exceed three consecutive days). Doctor's excuse or other excuse (death, family emergency, etc. previously approved) is required for every day beyond the three-day parent excuse.
- U=No legitimate excuse submitted.
- A=School Activity
- S=Sluff
- Z=Suspension—disciplinary action
- I=In school suspension—disciplinary action
- T=Tardy for class 10 minutes or more

Student's Responsibilities: each student will be expected to

- Attend class and on time.
- Provide PCA with adequate explanation and appropriate proof of reason for an absence within 24 hrs.
- Oral communication from parent or guardian on the day of the absence is required to excuse in case of illness or family emergency. **If such communication cannot be made, a written excuse signed by a parent or guardian must accompany the student when he/she returns to school.**
- A verbal or written request from the parent or guardian which is approved by a PCA administrator or designee in advance will excuse the student. Such advance requests will allow the student time to secure assignments. Only under exceptional circumstances, however, will midterm or final examinations be given earlier.
- Obtain makeup assignments from teachers after an excused absence and to complete this work in the same number of days as absent, plus one. The teacher, in extenuating circumstances, may grant additional time.
- Work missed while truant or on an unexcused absence and suspension cannot be made up.

Occasionally a student must be absent from school for reasons which are acceptable to the school as well as the court. Please follow the above steps informing the school every time your child is absent explaining the reason. The school and the court require a statement from a doctor regarding extended absences for illness.

Appointments with doctors should be arranged for after school hours whenever possible. If they must occur during school hours, the student is excused only for the time it takes for the appointment and travel time. According to the Utah compulsory Attendance Laws (53A-11-101) every school age child must be in school until the age of 18 or graduation. Parents are responsible for their children's regular school attendance: In fact, it is a misdemeanor if a parent fails to have his child in regular attendance.

PCA has clearly defined the following effective interventions for excessive absenteeism or tardiness. In cooperation with PCA's positive reward system for on-time attendance which exists in the classroom and school:

At the elementary level:

- Teacher's verbal warning to student and parent
- Required parent conference called by teacher
- Referral to Family Support Team
- Intervention by school Administrator with parent and child
- School Truancy citations
- Referral to Juvenile Court

At the secondary level:

- Teacher's verbal warning to student and parent
- Required parent conference call by teacher
- Referral to Family Support Team
- Required student tracking of attendance on a daily basis
- Intervention by school Administrator with parent and child
- School Truancy Citations
- Referral to Juvenile Court

