



Building Knowledge and Character

Attendance Policy

Attendance Actions Quick Guide

Frequency	Unexcused Ab	Excused Ab	Tardies
3	parent emailed	NA	NA
5	parent provides explanation	NA	NA
7	parent conference with administration	administration gathers reasons for absences	parent emailed and parent provides explanation
10	student consequences as necessary	parent conference with administration	parent conference with administration
above 10	NA	parents work with Dean of Students on case by case basis	NA
15	student consequences/referral to juvenile court	NA	student consequences as necessary
20	NA	NA	referral to juvenile court

PURPOSE AND PHILOSOPHY

Important work and learning happens every day at Good Foundations Academy; consequently, regular attendance is required for students to fully benefit from the educational opportunities offered. In addition to students' benefiting from regular attendance the school itself is graded each year by the state with attendance being a key metric. We hope to be known as a top school that is noticed by the state and beyond. Therefore, regular attendance is something we value highly.

UTAH LAW - TITLE 53A

53A-11-101 Definitions

Absence failure of a school-age minor to attend the entire class or class period

Compulsory Attendance refers to students age 12 and under; the parents of younger students are presumed responsible for their children's school attendance

Habitual Truant means a school-age minor who is at least 12 years old; is subject to the requirements of Section 53A-11-101.5; and is truant at least 10 times during one school year; or fails to cooperate with efforts on the part of school authorities to resolve the minor's attendance problem as required under Section 53A-11-103



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Minor	means a person under the age of 18 years
Parent	a custodial parent of the minor a legally appointed guardian of a minor any other person purporting to exercise any authority over the minor as defined by Subsection (4) (a) or (b)
School-age child	a school-age minor under the age of 14
School-age minor	at least six years old but younger than 18 years old, and not emancipated
School year	the period of time designated by the local charter board as the school year for the school where the school-age minor is enrolled
Truant	absent without a valid excuse
Truant Minor	a school-age minor who is subject to the requirements of Section 53A-11-101.5 or 53A-11-101.7 and is truant
Valid Excuse	an illness a family death an approved school activity an absence permitted by the student's Individual Education Plan, accommodation plan (504), or as provided by the local charter board family events (per SB 122)

GOOD FOUNDATIONS ACADEMY Attendance Definitions

Checkout	when a student is signed out before 3:10pm on Monday, Tuesday, Wednesday, and Thursday or before 1:00pm on a Friday
Excused Absence	an absence with a valid excuse as defined by Utah Law 53A-11-101 illness, family death/funeral, approved school activity, serious illness/hospitalization, an absence approved by a student's IEP or 504 plan, or family events (as defined in SB 122)
Tardy	when a student is signed in to school after 8:00am



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- Unexcused Absence** any absence not defined as an excused absence.
- Illness** up to two days may be excused without a written notification.
- Serious illness/hospitalization** more than two days in a row requires written notification to be counted as excused.
- Family death** per Utah Law
- Approved absence per IEP or 504** per Utah Law
- Extended Absence** GFA defines as 3 days or more.

POLICY

Our goal is that students attend at least 95% of the school year, which equals nine or fewer absences during one academic year. Good Foundations Academy recognizes that extraordinary circumstances beyond the control of parents and children may occur. If such circumstances cause absenteeism beyond the levels described below, it is the responsibility of the parent to notify the teacher and Dean of Students and request special consideration. Such cases may be reviewed by the Administrative team but such review does not guarantee full or partial relief from the consequences described in this policy.

Parents must provide a valid excuse for absences. Failure to do so will result in the absence being recorded as “unexcused”. Student absences may be submitted online, or reported by telephone or email. Parents are asked to contact the office by 4:00 pm on the day of absence, for each day of absence.

- Online** Excuse Student Absence Form
http://www.gfautah.org/Excuse_Student_Absence.html
- Email** attendance@gfautah.org
- Telephone** (801) 393-2950

Valid excuses for absences include:

- Illness** up to two days may be excused without a written notification.
- Serious illness or** more than two days in a row requires a doctor’s note to be excused



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will be counted as excused

Hospitalization

Family death per Utah Law

Approved absence per IEP or 504 plan per Utah Law

Family Event per SB 122

PROTOCOL

Whether an absence is excused or unexcused, it causes a disruption in learning for the student and his/her classmates. At Good Foundations Academy, it is part of our mission to instill good character traits in our students, including respect and responsibility. A student shows respect through punctuality and responsibility by doing what is necessary to arrive at school on time and regularly.

Per Utah state law, should a student have ten or more consecutive unexcused absences, he or she shall be dropped from the school’s enrollment. Re-entry into the school must follow the lottery enrollment process. In order for a student to count in the school’s enrollment during an approved extended absence, the school must have ongoing contact with the student, provide work in advance, and set homework guidelines for the absence.

The GFA Office will track attendance. Parents will be notified as follows:

Unexcused Absences

3 unexcused absences parent will be emailed to review the attendance policy (Compulsory Education Violation – 1st Warning)

5 unexcused absences parent will fill out an “Absence Justification” form to provide written explanation of why the absences are occurring and how they will improve (Compulsory Education Violation – 2nd Warning)

7 unexcused absences parents meet with administration and develop a plan to resolve the problem; student may lose privileges, such as after-school activities, field trips, field day, and dress down days; notification of Compulsory Education Violation 1st Citation)



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10 unexcused absences student may be suspended for up to ten days; students with chronic unexcused absences may be referred to juvenile court (Notification of Compulsory Education Violation 2nd Citation)

15 unexcused absences student may be suspended for up to ten days; may be referred to juvenile court (Notification of Compulsory Education Violation 3rd Citation)

Excused Absences

7 excused absences administration will gather information on why each absence has occurred making sure that illnesses, family events as defined by (SB 122), and IEP/504 related appointments are logged

10 excused absences parents meet with administration and develop a plan to help prevent the decline of the student's academic progress; student may lose privileges, such as after-school activities, field trips, field day, and dress down days

10+ excused absences parents will work with the Dean of Students on a case by case basis to attempt to minimize absences; students with excessive excused absences may be suspended and the case may be referred to juvenile court; administrative determination will be based on student progress, reasons for absences and parental support in developing and enforcing a plan to ensure student makes progress in grade level work

Tardy and Early Check-out:

Because the focus at Good Foundations Academy is on academic learning, we find that tardy students and those who regularly check out early are disruptive to the learning environment. School starts promptly at 8:00 and work continues until students are released at 3:10. We ask that you schedule doctor appointments and other activities outside of school hours. Please notify the office if doctor appointments are related to IEP or 504 needs.



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Parents need to come to the office to check in students who are tardy and for early check-out. The GFA Office will track tardies and early checkouts. Parents will be notified as follows:

7 tardies/early checkouts	parent will be emailed and asked to review the policy and the parent will fill out a form to provide written explanation of why the tardies and/or early checkouts are occurring and how they will improve
10 tardies/early checkouts	parents meet with administration and develop a plan to resolve the problem; warning to parents that their student may lose privileges, such as after-school activities, field trips, field day, and dress down days
15 tardies/early checkouts	student may lose privileges, such as after-school activities, field trips, field day, and dress down days
20 tardies/early checkouts	student may be suspended for up to ten days; students with chronic unexcused absences <u>may</u> be referred to juvenile court

Non-health related extended absences:

At Good Foundations Academy, our curriculum is continuously spiraling and connecting with new topics and information. Regular attendance is essential to academic success. Extended absences can result in significant loss of learning and motivation. We strongly encourage parents to plan recreational vacations for times when school is not in session.

Absences may be approved in advance for “extreme circumstances.” If the extreme circumstance is approved, the teacher and parents will develop an Independent Learning Contract, with appropriate work and study opportunities to ensure continuation of the student’s progress in academics. The work is due on the day the student returns. The student is responsible for being prepared to take any tests immediately upon return, at teacher discretion. If work is not completed on return, student may not receive credit for missed work.

Make-up work and credit:

Excused absences: Students will have 2 school days for every 1 day missed from school to turn in their work. All excused work must be turned in 2 days from the day of the student’s return. For example, if a student is sick on Monday and returns on Tuesday, that work will be due on Thursday. If a student is absent on Monday and Tuesday for an illness, they will turn the work for both days by the following Tuesday (4 school days later).



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Unexcused absences – Student’s work will be classified as late and will receive credit based on the late work policy.

In order to guide students in developing study habits and organizational skills, GFA will implement the following school-wide late work procedures:

<i>Grade</i>	<i>Percent deduction for late work</i>	<i>Number of days allowed for late work to receive credit</i>
K	N/A	end of quarter
1	N/A	2 weeks or until next unit test
2	20%	3 days
3	30%	3 days
4	40%	2 days
5	50%	2 days
6	50%	1 day

Make-up work – Teachers will collect daily work when a student is absent and provide a packet of make-up work. If a sibling attends school, the teacher will send the work home with the sibling unless the parent makes other arrangements. If there is no sibling attending GFA, the parent is requested to pick up the work from the classroom after school each day, to ensure that the absent student is able to keep up with his or her peers. Special accommodations may be made for unusual circumstances.

Sometimes it is not possible to make up the work/lecture/activity the student missed in the classroom. In these cases, the teacher is not responsible to create an assignment for the student to make up and the student will simply not receive credit for that day.

Specials: When a student misses a Specials class (excused or unexcused), the student will receive 0 points for that day for attendance and curriculum. Specials teachers offer after-school opportunities to make-up curriculum points for absences. Students may stay after school from 3:10 to 4:20 in order to make up their absence. Students still lose attendance points, but can make up curriculum points. Students must go to a make-up class no later than 2 weeks after the absence. Make-up days are as follows (students will meet in the cafeteria). Art (Monday), PE (Wednesday), Music (Thursday).

Special Education affecting Specials: Students will not be penalized for missing a Specials class due to time and services in the Resource Room. Students may be given tests or assignments from specials’ class to take to resource during specials. The classroom teacher is responsible for informing the specials teacher to excuse the missed time.

Privileges and Consequences:

GFA students in good standing may be recognized for their outstanding attendance through the Perfect Attendance Award. GFA defines perfect attendance as zero absences (excused or unexcused) and zero tardies and early check-outs.



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Students with excessive absences may lose the following privileges:

- Recess
- Dress Down Days
- After-school Programs
- Field Trips
- Field Day and other school-wide celebrations
- Participation in Varsity Clubs
- Other activities as determined by the Dean of Students

Utah law includes provisions for suspending a student for up to ten days for noncompliance with the compulsory attendance law.

If excessive absences cause the student to fail to master grade-level material, the student may be retained in accordance with GFA Pupil Promotion/Retention Policy.

State Law Index:

GFA attendance policies have been developed in accordance to Utah Laws

R277-607 Education Administration, Truancy Prevention

http://le.utah.gov/code/TITLE53A/htm/53A11_010100.htm

- R277-607-1: Definitions
- R277-607-2: Authority and Purpose
- R277-607-3: General Provisions
- R277-607-4: School/School District and Charter School Responsibilities
- R277-607-5: Parent Responsibilities

Title 53A (State System of Public Education) Chapter 11(Students in Public Schools)

<http://www.rules.utah.gov/publicat/code/r277/r277-607.htm>

- 53A-11-101: Definitions
- 53A-11-102: Minors exempt from school attendance
- 53A-11-103: Duties of a school board, local charter board, or school district in resolving attendance problems -- Parental involvement – Liability not imposed.
- 53A-11-104: Truancy Specialists
- 53A-11-105: Taking custody of a person believed to be a truant minor – Disposition – Receiving centers -- Reports -- Immunity from Liability.
- 53A-11-106: Truancy Support Centers

State Senate Bill 122 (Parental Rights in Public Education)

<http://le.utah.gov/~2014/bills/static/sb0122.html>