

Utah Career Path High
Policy: Attendance Policy
Approved: March 16, 2015
Amended: January 7, 2019
Amended: May 18, 2020



The flexible nature of Career Path High's (the "School") blended learning environment does not alter compulsory attendance requirements. Utah Compulsory Education Laws (Utah Code § 53G-6-201 through § 53G-6-208) require that unless an exemption applies every school-age child (ages 6-17 and not emancipated) must be enrolled in school and attend regularly. Attendance is a joint responsibility of parents and their children. School authorities have a responsibility to enforce attendance laws.

Student attendance records are maintained on a student information system and the Learning Management System ("LMS"). A student's attendance is automatically recorded in the School's LMS every time the student logs in to a course. Additionally, a student's attendance is also recorded each time the student has mandatory scheduled attendance arranged by faculty, administration or a counselor. In the event students do not meet the compulsory education requirements, the School will contact parents and students.

It is expected that students will be actively engaged in their education each week by:

- Logging in to courses daily Monday thru Friday;
- Making adequate weekly progress;
- Interacting with the School's teachers through digital and/or face-to-face instruction; and
- Attending the Learning Center for teacher-scheduled mandatory visits.

Reporting Absences

Students may be excused from logging into a course in the LMS or from attending mandatory scheduled attendance for valid and legitimate reasons. Parents or guardians may excuse an absence by sending an email to attendance@utahcph.org with the student's first and last name entered in the subject line, or by leaving a voice mail on the attendance voice mail line (phone number available at www.CareerPathHigh.org). A valid excuse must be received within 3 days of the absence in order for the absence to be excused. In the event of consecutive absences, the valid excuse must be received within 3 days of the first day of the absence.

Excused Absences

Note: In almost all cases, online course work and adequate weekly progress toward course completion is expected. Students may attend school virtually 24 hours a day, seven days a week. They may also access the School's Learning Center during open hours. Excused absences should be few, far between, and due to extreme circumstances. The very flexible nature of our blended learning model allows students to maintain attendance even in circumstances that may have normally resulted in an absence under traditional seat-time requirements.

Definitions

“Absence” or **“absent”** for purposes of this policy means the failure of a school-age child assigned to a course to log in to the course or to attend a previously scheduled mandatory appointment or attendance at the School.

“Valid excuse” or **“excused absence”** for purposes of this policy means an absence resulting from:

- an illness, which may be either mental or physical;
- a family death;
- an approved school activity;
- an absence permitted by an individualized education program or Section 504 accommodation plan;
- an absence in accordance with Subsection 53G-6-803(5); or
- a computer problem not caused by Internet access that prevents the student from logging in and is reported and verified.

“Valid excuse” or **“excused absence”** for purposes of this policy does not mean a parent acknowledgement of an absence for a reason other than those described above.

The Director has the discretion to consider other absences as "valid excuses" Or “excused absences.” All other excuses will be considered “unexcused” and recorded as such.

“Truant” for purposes of this policy means a condition by which a school-age child, without a valid excuse, is absent for at least half of the school day. The school day at the School may include a school-age child logging into courses in the LMS and/or attending any previously scheduled mandatory appointments or attendances at the School. A school-age child may not be considered truant under this policy more than one time during one day.

If a student is unable to attend a pre-scheduled mandatory appointment due to an excused absence as shown above, the parent/guardian must report the absence and should contact the staff member who scheduled the mandatory appointment so alternative arrangements can be made.

Truancy Prevention and Intervention

The School is invested in student success. The key to this goal is a strong student attendance focus which includes positive interventions to resolve attendance problems.

Interventions

The School shall make and document efforts to resolve a student’s attendance problems and shall include, as reasonably feasible and determined to be appropriate by a School administrator, the following:

- a) Counseling of the student by school authorities using positive behavioral interventions and supports;
- b) Making any necessary adjustment to the curriculum and schedule to meet any special

- needs of the student;
- c) Considering alternatives proposed by a parent or legal guardian;
- d) Monitoring School attendance of the student;
- e) Inviting the student to participate in voluntary truancy mediation, if available;
- f) Doing home visits, as determined by the School’s administrative team;
- g) Providing a student’s parent, upon request, with a list of resources available to assist the parent in resolving the student’s attendance problems; and
- h) Enlisting the assistance of community intervention education classes as appropriate;
- i) Issuing a Notice of Truancy and/or Habitual Truancy Citation to a student who is at least 12 years old.

Notice of Truancy and Habitual Truancy Citation

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a Habitual Truancy Citation and/or Notice of Truancy, as follows:

Notice of Truancy. A School administrator or a designee of a School administrator may issue a Notice of Truancy to a student who is at least 12 years of age and has been truant at least 5 times during the school year. The Notice of Truancy shall direct the student and the parent of the student to meet with School authorities to discuss the student’s trancies and to cooperate with the School in securing regular attendance by the student. A copy of the Notice of Truancy shall be personally delivered or mailed by regular mail to the student’s parent. A Notice of Truancy does not subject a student to a fine, though a Habitual Truancy Citation, explained below, does.

Habitual Truancy Citation. A School administrator or a designee of a School administrator may issue a Habitual Truancy Citation to a student who is at least 12 years of age and has been truant at least 10 times during the school year. The Habitual Truancy Citation shall include the same information as a Notice of Truancy and be provided to parents in the same manner as a Notice of Truancy, along with an explanation of any administrative penalty that is being imposed on the student.

A School administrator may impose administrative penalties on a student who is issued a Habitual Truancy Citation. Administrative penalties may include, but are not limited to , an administrative “U”, make-up classes, or a fine as outlined in the schedule below.

Habitual Truancy Citation Fine Schedule

<u>Level</u>	<u>Citation</u>	<u>Maximum Fine Permitted</u>	<u>Cumulative Absences</u>
1	First	\$10.00	10
2	Second	\$15.00	15
3	Third	\$20.00	20

4	Fourth or more	\$25.00 each	25 or more in increments of 5
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Parents who receive a Notice of Truancy or Habitual Truancy Citation must schedule a conference with the Director to attempt to resolve the student’s attendance issues and resolve the Notice of Truancy or Habitual Truancy Citation. Parents have the right to appeal a Notice of Truancy or Habitual Truancy Citation, or any student disciplinary actions resulting therefrom, in writing to the Director within 10 days of the Notice or Citation being issued. Failure to appeal the Notice of Truancy or Habitual Truancy Citation or schedule a conference with the Director will result in the School referring a student to whom a Habitual Truancy Citation has been issued to an evidence-based alternative intervention described in Utah Code § 53G-8-211(3)(a).

If the student refuses to participate in an evidence-based alternative intervention, the School may refer the student to juvenile court. A court referral will include the following: [a] documentation of attendance and academic achievement; [b] documentation of school efforts to improve attendance; [c] copies of truancy citations and/or notices; [d] a report of evidence-based alternative interventions used by the School before referral, including outcomes; [e] the name and contact information of the School representative assigned to actively participate in the court process with the student and the student’s family through the court process; and [f] student background as requested by the prosecuting agency.

Students not logging into a course in the LMS and/or not attending mandatory scheduled attendance for 10 or more **consecutive** days will be dropped from Career Path High membership unless the students’ parents have contacted the Director regarding the student’s habitual absence and satisfactory arrangements with the Director have been made.

Policy Distribution

The Director will ensure that parents of all School students are notified of this policy on an annual basis by distributing a copy of this policy during registration.

Review

The School’s Board of Directors shall review this policy annually. The Board shall also annually review attendance data and consider revisions to this policy to encourage student attendance.

Signature:


 Jerry Stevenson, Board President

May 21, 2020

Date