

Student Attendance and Punctuality

Philosophy

To fulfill Renaissance Academy's goal of educating the whole child in a collaborative learning environment, regular and punctual attendance is vital to the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Students must be present to maximize their experiences and success, as well as the success of their classmates. Punctuality and attendance are important skills designed to prepare students for the workplace.

Standards

Students may not have more than ten excused or unexcused absences per year. For purposes of this policy, semester dates will be established in the Renaissance Academy annual school calendar. Any unexcused absence, as defined below, shall be counted in this total.

Excused Absences

The following are excused absences: student illness, family death, approved school activity, absence permitted by a school-age minor's Individualized Education Program, or Section 504 Accommodation Plan. A parent may excuse an absence by sending a note or email within three school days to the school enrollment specialist explaining the reason for the absence. Seven or more days (or equivalent class periods) of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences.

Students may make up work for excused absences. Parents or students who know of an absence in advance, may complete a pre-excused absence form. This form will allow students to collect work in advance.

Unexcused Absences

Any absence not excused, as defined above, or any absence exceeding the state allowable total of ~~five- ten~~ per ~~semester (two terms)~~ year is considered unexcused. Teachers will not be required to provide make up work for unexcused absences.

Enforcement

Written attendance notifications for unexcused and/or excessive absences will be sent to parents/legal guardians as outlined below:

- 3rd absence – A notice will be mailed asking for the parent's help with the student's attendance and warning of consequences for further truancy.
- 4th absence – Administration will request a meeting with the parents/legal guardian.

- 5th absence – Administration will develop an attendance contract with the parents/legal guardian.
- 6th absence – Administration will initiate additional measures to correct ongoing attendance problems which may include but is not limited to after school detention.
- 10th absence – The school will mail the student and parents a Habitual Truancy Notice/Pre-Court Hearing letter. The Habitual Truancy Notice requires student and parents to attend a pre-court hearing. Students may be assessed a truancy fee. A referral will be made to the juvenile courts for students in 7th-9th grades. Parents/legal guardians of students ages 6-12 (K-6 grades) may be referred to the Utah County District Attorney.

Tardiness

Every student is expected to be punctual for school. Tardiness results in a student missing necessary instruction and interruption of the class. A student is considered tardy if they arrive at school any time after the bell rings commencing school. If a child is tardy to school, the parent must sign the student in at the front desk or provide the office with a note. If there is a valid reason for the tardiness, please explain the reason in the note. Students arriving without parent check-in or note will automatically receive an unexcused tardy. The student must obtain a tardy slip before going to the classroom. More than three tardies in a two week period will be considered excessive. Parents will be contacted regarding excessive tardiness and students may be given after school detention.

Release of students

Students are discouraged from leaving school during school hours. In the event that it is absolutely necessary, please send a note to the teacher regarding the early dismissal. Children will be released only to the parent/guardian or to those family members or adults designated on the emergency information form. Parents/guardians must come to the office, not the classroom, to collect children who will then be called to the office. The person who is checking the student out requires picture identification. Parents/Guardians, please do not send unauthorized individuals to check your students out. For the safety of your children and students, this policy will be strictly enforced. Children may not leave school grounds until they have been signed out at the school office.