

SECTION: J – Students
POLICY TITLE: Attendance
FILE NO.: JA
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1. PURPOSE AND PHILOSOPHY

- 1.1. The Utah County Academy of Sciences (UCAS) believes attendance is a critical component of 21st Century Skills which demand collaboration in the workplace as a key to successful problem solving strategy. The UCAS Board of Trustees (the Board) supports the following attendance policy in order to:
 - 1.1.1. Prepare students for the attendance expectations in their future careers
 - 1.1.2. Increase likelihood of student success
 - 1.1.3. Develop student responsibility
 - 1.1.4. Maintain a safe and orderly learning environment
 - 1.1.5. Encourage parental involvement in student attendance
 - 1.1.6. Increase daily student attendance
- 1.2. This policy sets attendance standards for all students enrolled in UCAS.

2. EXPECTATIONS AND PROCEDURES

- 2.1. All students are expected to be in class and on time every school day, in every class. The Board expects all students to have a minimum of 90% attendance in each class per grading period.
- 2.2. Absences will cause students to miss significant instruction and learning opportunities. Students may lose credit if their attendance is less than 90%. In addition, students may experience grade reductions for truancy. UCAS has no control over Mountainland Technology College (MTECH) and Utah Valley University (UVU) classes. Students who violate the MTECH and/or UVU class attendance policy will suffer the consequences imposed by MTECH and/or UVU or its instructors.
- 2.3. Excessive tardiness may result in a loss of credit or reduced grades.
- 2.4. Family emergencies, illnesses and court dates, along with some extenuating circumstances are legitimate reasons for being absent or tardy. Parents should follow current policies to excuse such absences. Having an absence excused removes the school attendance consequence but does not remove the students' responsibility of doing the assignments, labs, and exams for each class.

UCAS will try to accommodate students who miss an exam because of an excused absence. If students are aware that they will miss a class on an exam day, they should contact their teacher as early as possible to see if the exam may be taken a day or two early. If students miss an exam because of illness or emergency, they may be required to take an exam during the first school day that they return. A late exam may or may not be the same as the regular exam that was given to the rest of the class but will test material that the student should know. Students who have an unexcused absence on the day of an exam, or who choose to miss an exam, may be given an "F" for the exam at the discretion of the teacher. Teachers may, at their discretion, adjust this policy to accommodate the unique needs of the student or class.

- 2.5.** On a case by case basis, where extended study, educational travel, or extracurricular experiences are offered to students by the parent, guardian, teacher, or administrator, students may be excused without attendance penalty for the absence, I.E., the excused absence(s) will not contribute to the accumulated total of absences. The student and/or guardian will describe such experiences in writing, identifying the reason the student will miss school and the UCAS administration will approve it. The proposal will be submitted to the administration for consideration no less than five school days **before** the absence occurs. The student will be expected to complete the assigned work and complete that work in a time frame agreeable to the teacher(s) of the missed class(es). MTECH and/or UVU classes follow their own attendance policies. UCAS expects students to be in attendance for all of their MTECH and/or UVU classes.
- 2.6.** The UCAS administrators will be expected to make "reasonable accommodation" for individuals as per Section 504 of the American with Disability Act (ADA) or the Individuals with Disabilities Education Act (IDEA).
- 2.7.** Incentives for student attendance may be offered as determined by the administration.
- 2.8.** The school expects daily student attendance and will initiate measures to correct attendance problems. Measures may include, but not be limited to:
 - 2.8.1.** E-mail or phone call with parents or guardian
 - 2.8.2.** Counseling contact
 - 2.8.3.** Scholarship Agreement probation
 - 2.8.4.** Class adjustments
 - 2.8.5.** Alternative programs and placements
 - 2.8.6.** Involvement of outside agencies
 - 2.8.7.** Suspensions
 - 2.8.8.** Loss of access to higher ed institutions
 - 2.8.9.** Loss of the UCAS tuition scholarship
- 2.9.** The UCAS administration will establish, clear procedures to implement this policy, including, but not limited to:
 - 2.9.1.** Regular and accurate record of attendance
 - 2.9.2.** Parental access to current attendance records
 - 2.9.3.** Clear communication of school days and hour
 - 2.9.4.** Beginning and ending school/classes on time
 - 2.9.5.** Advance notice of attendance penalties

3. TRUANCY

"Truant" means absent without a valid excuse. Parents of school-age minors shall cooperate with UCAS administration and the Board to secure regular attendance at school by school-age minors for whom they are responsible.

4. PETITION PROCEDURES

Parents may petition the UCAS administration to wave attendance penalties for legitimate absences (family emergencies, illnesses, court appearances, and extenuating circumstances) resulting in a student failing to achieve the 90% attendance standard. Such petitions should be directed to the administration in writing within 5 school days of when the violation occurs. Seniors shall have any petition turned into the administration no less than 5 days prior to the commencement exercises. No petition will be heard for attendance consequences in MTECH and/or UVU classes.

5. STATE OF EMERGENCY

5.1. In a declared State of Emergency, when state or federal authority prohibits students from being in the building, Continued Enrollment Measures will be as follows; Students must check in at least 1 time every 10 days through one or more of the following methods:

5.1.1. Submitting assignments

5.1.2. Participating in an online or face-to-face discussion

5.1.3. Joining a live interactive meeting

5.1.4. Attending a course session on site

5.1.5. Participating in small group instruction live or online, or

5.1.6. Communicating with the instructor by email, feedback, live online, face-to-face, or phone.

5.1.7. Teacher check in, timelines for work completion, or login to school assigned programs.

5.2. Attendance will be measured through daily documentation in the UCAS student information system. It will be updated weekly to reflect completion of criteria listed in 5.1.

EXHIBITS

None

REFERENCES

UTAH ADMIN. CODE R277-607

FORMS

None

HISTORY

Approved – April 21, 2020 – Addition of section 5.

Approved – November 19, 2013
