

ATTENDANCE POLICY

Vista School Attendance Policy

ATTENDANCE POLICY AND EXPECTATIONS

The desire to be at school and to participate is fundamental to a student's success at Vista school. We expect students to willingly attend school and to be on time. Vista School facilitates learning through class discussion and class projects which are completed during class time, making it difficult to adequately make up this work. Regular and on-time attendance creates lifelong habits of accountability and reliability.

EXCUSED ABSENCES

When a student is absent from school, parents are responsible for notifying the school to excuse the absence (within 2 business days). Excused absences may significantly affect class grades due to the missed class time if missed classwork is not made up. Vista School recognizes an excused absence from school consistent with Utah State Code, Section 53A-11-101(9) which may include:

- (1) illness;
- (2) family death;
- (3) approved school activity;
- (4) excuse consistent with student's IEP, Section 504 accommodation plan, or
- (5) a school/school district valid excuse definition

Vista School may also recognize the parents' discretion as valid excuse for the student's absence. However, parents must check their students in or out of school at the front office during school hours when their student will miss part of a school day. Unexcused absences will be subject to the school Accountability Process.

PRE-APPROVED SCHEDULED ABSENCE

Parents may schedule a student's absence for a period of up to ten school days, per school year, by submitting a Pre-Approved Scheduled Absence Request Form at least Five (5) days before the absence occurs. (Forms are available at www.vistatah.com or at the front office). These absences are considered excused absences, and the student is responsible to make up any missed classwork as arranged with their teachers.

MAKE-UP WORK FOR ABSENCES

When a student is absent from class, the student will be responsible for making up the classwork which was missed, often through an alternate assignment. Teachers will disclose in their class syllabus the process for making up missed work in their individual classes.

EXTREME CIRCUMSTANCES

In the case of extreme circumstances, parents and students have the responsibility to contact and meet with school administration in order to discuss possible resolutions to the attendance issue. The school will attempt to contact the parent if the parent does not contact the school.

HOMEBOUND/HOSPITAL SERVICES POLICY

Vista School does not provide instruction for homebound or convalescing students at the student's home or place of convalescence. In the event that a student is not able to attend school for an extended amount of time, the student or parent is responsible for notifying school administration in writing about the extenuating circumstances and the estimated length of time that the student will not attend school. Decisions about possible educational services are made at the administration's discretion and are generally considered to be short-term.

UNEXCUSED ABSENCES

When a student is absent from school or a class without a valid reason (see Excused Absences), the absence is viewed as an unexcused absence and will be subject to the Accountability Process. A student will be marked as truant for leaving the school campus without following proper check-out procedures. Parents will be notified immediately. Arrangements will be made to meet with the student, parents, and the school counselor to agree upon restitution.

Students must make up missed work for unexcused absences during an in-school suspension. For excessive unexcused absences from school or any class, the school administration will contact parents to resolve the matter.

EXCESSIVE UNEXCUSED ABSENCES

When a student misses 5 consecutive days of school (unexcused absences) or has excessive unexcused absences in any class/classes (10 per semester), the school will notify the parent in order to resolve the situation. If the absences persist, the student may be withdrawn from school and the parent reported to the District Courts Truancy Officer.

NOTIFICATION OF ABSENCE OR TRUANCY

The school will notify parents within 24 hours, either by phone or by email, whenever their student is absent from class. However, primary responsibility for attendance of students lies with the parents. (See the Utah Compulsory Attendance Law [53A-11-101]). Parents have the responsibility to make sure that the school is updated with their current phone number and email address, and that they are receiving emails from the school.

CHECKING OUT

Once the student has been at school, and then needs to leave for any reason, the student must check out through the front office. All check-out requests must be in writing with a parent or guardian signature either prior to or at the time of the check-out. A parent or guardian should contact the school early in the day to schedule the student's check-out.

EXTREME CIRCUMSTANCES

In the case of extreme circumstances, parents and students have the responsibility to contact and meet with school administration in order to discuss possible resolutions to the attendance issue. The school will attempt to contact the parent if the parent does not contact the school.

TARDINESS

Students are expected to be to class on time. Vista School views tardiness as a class disruption, as well as an attendance problem. Students who are tardy to class (excused or unexcused) will not be admitted into class unless they obtain a tardy slip from the office to present to their mentor. The pass does not excuse the tardy, but it gives a means for documentation.

EXCUSED TARDINESS

Sometimes students are tardy for first period for reasons beyond their control. Parents may excuse tardiness (for first period only) 5 times in one semester. After that point, tardiness will not be excused. Students who arrive after 8:25 must still check in with the Front Office whether or not they have an excuse, in order to receive a tardy slip to be admitted to class. First period tardiness may also be excused for extreme traffic circumstances such as extreme weather, highway accidents, and road construction. An administrator may excuse a tardy for any class period if they determine that it was for a valid reason or they detained the student. Students must obtain a written note from the administrator to present to the front desk in order to excuse the tardy.

UNEXCUSED TARDINESS

When a student does not have a valid reason for tardiness (written note from a parent or administrator), the tardy is unexcused. Three unexcused times tardy in one class will be treated as one unexcused absence in that class. Students who are tardy (excused or unexcused) will not be admitted into class unless they bring a tardy slip from the office. The pass does not excuse the tardy, but it gives a means for documentation. If the student is more than 15 minutes late for class, the tardy is documented as an absence for that class.

ATTENDANCE INFORMATION ACCESS

Vista School provides computerized attendance information, updated daily, to assist parents and students. Students and parents may check class grades and attendance records through the school's SIS (<https://vista.sedck12.org>). In addition, parents may check attendance by calling (435) 673-4110 between 8:00 am and 3:30 pm.

Approved by Vista at Entrada School Board, March 19, 2014