

VISTA SCHOOL ATTENDANCE POLICY

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; (for illnesses lasting more than three days, a physician's note is required.)
- (2) family death or emergency;
- (3) approved school activity;
- (4) excuse consistent with student's IEP, Section 504 accommodation plan, or
- (5) A scheduled family event or a scheduled proactive health visit to a health care provider if:
 - (a) the parent or guardian submits a written statement at least one school day before the scheduled absence; and
 - (b) the student agrees to make up course work for school days missed.

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.vistautah.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. 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.

EXCESSIVE UNEXCUSED ABSENCES

When a student has accumulated several unexcused absences during the school year, the school will contact parents by: telephone, text, e-mail, mail, or in person. The notice to the parent shall direct the parent to meet with school authorities to discuss the child's school attendance problems and direct the parent to cooperate with school personnel to secure regular attendance by the child. The notice shall provide the parent with the names or titles of the school personnel with whom the parent is directed to meet. The notice shall tell the parent that it is a class B misdemeanor for the parent to intentionally or recklessly fail to meet with school

personnel to resolve the problems or fail to prevent further absences without valid excuse. If the parent does not attend the meeting, or if the meeting with the parents does not resolve the problem and the student accumulates no less than a total of five (5) unexcused absences during the remainder of the school year, a certified or hand delivered letter home shall be sent to the child's home. The notice shall: (1) describe the problem, (2) describe necessary corrective action, (3) direct the parents to meet with school personnel to discuss strategies to improve student's attendance, and (4) inform the parent(s) that if the situation is not corrected a referral may be sent to the 5th District Court.

If a student accumulates 20 absences (non-approved) in one school year, they will have their invitation to attend rescinded and the student will need to reapply for admission.

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.

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 will not be admitted into class unless they obtain a tardy slip from the office to present to their teacher.

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. The front office will not allow students to check out the last 15 minutes of the school day.

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 Aspire (<https://vista.sedck12.org/Login/>).

Approved by Vista School Board, October 16, 2019