

Timpanogos Academy Attendance Policy

Policy TA5158

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The Utah Compulsory Attendance Law requires a parent or guardian to ensure the on-time school attendance of their children on a regular, uninterrupted basis.

Timpanogos Academy will make every reasonable effort within the following guidelines to encourage regular attendance of all students and to assist parents in their responsibility to have their children be on time and attend school regularly.

Tardy Guidelines

- 1.0 Students are expected to be to school on time.
- 2.0 Students arriving to class after the starting bell will be counted as tardy.
- 3.0 Students who arrive between the starting bell and before 8:15 AM do not need to be signed in at the front desk
- 4.0 Students arriving after 8:15 AM must be signed in by the person who brought them to school. This is considered to have a major impact on learning and is tracked as a major tardy in the Student Information System.
- 5.0 Notices generated by the Student Information System will automatically be sent to parents/guardians when the number of accumulated major tardies reaches 5. A follow up notice will be sent after 10 major tardies, and again after 20 major tardies have been accumulated.
- 6.0 Depending on the impact on learning, the school may also consider grade level retention.

Absent Guidelines

1.0 Consecutive Absences - A student who has 10 consecutive absences will be un-enrolled from school records. Parents/Guardians desiring an exception from this rule must submit a request in writing to the principal prior to the student reaching the 10th consecutive absent day explaining the circumstances regarding the request. Once the request is approved, the parent/guardian must do the following:

- 1.1 As soon as possible, meet with the classroom teacher to discuss an educational plan,
- 1.2 Develop an educational plan with the teacher of what is expected for the student to accomplish while absent,
- 1.3 Understand that all approved plan work must be turned in the day as agreed in the plan.

The following procedures will be followed to help parents/guardians get their minor children to school as required by law.

Level 1 = A student has reached 5 cumulative absences.

Consequence – A contact will be made to the parents/guardians of the student letting them know of the concern. Documentation of the contact made will be placed in the student's cumulative file.

Level 2 = A student has reached 10 cumulative absences.

Consequence – A second contact will be made. Documentation of this contact may be forwarded to the Department of Family Services and the District Attorney and will be placed in the student’s cumulative file.

Level 3 = A student has reached 20 cumulative absences.

Consequence – The child will be considered for retention. A contact will be made to the parents/guardians informing them that their child will be considered for retention in the current grade level for the following academic year. A notice may also be given to the Department of Family Services, and the District Attorney informing them of the chronic absence of the child.

In order to determine whether a child is promoted or retained, the following components will be considered:

- a. Attendance
- b. Academic performance
- c. Behavior
- d. Other relevant factors, such as sickness or extenuating circumstances

After a determination has been made concerning the promotion or retention of the student, a letter will be sent to the parents/guardians letting them know of the decision. If the decision is to retain the student in the current grade level, attendance expectations may be given to parents/guardians that, if met, will allow the child to be promoted to the next grade level if the student makes satisfactory academic progress. If attendance expectations are not met, the child will be retained to the current grade level for the following year.

Appeal Procedure – If parents/guardians wish to appeal the decision to have their child repeat a grade level, the following process must be followed:

2. The parents/guardians must submit an appeal in writing to the principal for consideration.
3. The parent’s/guardian’s appeal must be received by the principal within 10 school days after being notified of the decision to retain their child.
4. The principal will consider the appeal, render a decision, and notify parent/guardians within 10 school days after receiving the appeal.

A child who continues to have attendance problems beyond those addressed in the policy will be referred to state authorities including the District Attorney, Department of Family Services, and other governmental agencies as appropriate.