



Policy: WPA ATTENDANCE POLICY
Board Approval Date: January 25, 2011

A student's success in school and later in life is reflected in his or her attendance. We realize many students carpool and commute to WPA. Students should be in class by 8:10 a.m. Class will begin promptly at 8:15 a.m. We recognize the dedication our parents and students exhibit by having students here except when excused absences are necessary. Due to change from the state students must stop at their homeroom class for roll by 8:10 and proceed to Literacy by 8:15 a.m.

ABSENCES

1. Under Utah State school code, only the following are considered excused absences:
 - a. Personal illness
 - b. Death in the family
 - c. Observance of a recognized religious holiday
 - d. Reasons approved by school administrator
 Other absences from school are considered unexcused. The school principal has the responsibility to determine what constitutes an unexcused absence.
2. Please minimize doctor and other appointments during class hours unless there is an emergency.
3. Parent(s) or guardian must report all students' absences to the office by phone. If the parent has made no communication, the student must report to the office on the day following an absence with a written note from a parent/guardian and/or a doctor. The note must state the following:
 - a. Student's full name and grade
 - b. Date(s) of the absence(s)
 - c. Reason for the absence(s)
 - d. Signature of the parent/guardian or doctor
4. Students are truant unless the absence is cleared through the office within 24 hours of returning to classes regardless of circumstances. The teacher will refer excessive absences to the principal for review and parental contact.
5. All absences not cleared by the principal are counted as unexcused. If a student misses a large number of days, the child may be considered a truant, and his/her records may be sent to local authorities.
6. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. The office will keep a log of all students who report for attention.
7. If a student needs to leave early or arrives late to school, the student and parent/guardian or a person designated by the parent, must report to the office and the parent/guardian or the person designated by the parent must sign the student in or out. **Only those listed on the registration form under emergency contacts will be allowed to pick-up your student.**
8. A student must attend the entire school day in order to participate in an extra-curricular activity. Emergencies will be given due consideration.

LEAVING SCHOOL

Wasatch Peak Academy staff must know where students are at all times. A student leaving the campus during school time requires the student's parent or guardian, an individual designated by the parent or guardian, an authorized school official and/or law enforcement agency personnel to check the student out at the office. Students failing to follow this procedure will be considered truant and are subject to disciplinary actions.

TARDINESS

Tardy is defined as not being in the correct class when it is time for class to begin. Students coming to school tardy must come to the attendance office for an admit slip. Please send a written explanation with your child when he/she is late to school. The teacher of the class will handle tardiness. If it becomes habitual, the student will meet with the principal. Continual tardiness requires a parent, teacher, administrator conference. Detention for excessive tardiness, will be held Wednesdays after school in the Library

TRUANCY

Truancy is when a student is absent from his/her assigned classes without parental consent and knowledge of the school (leaving class or the school grounds). Law R277-607-5 allows schools to take action when a student becomes truant. An Attendance Improvement Plan will be initiated before any court referrals.

Dan Rip, Board President

Date