

QUEST ACADEMY POLICY: STUDENT ATTENDANCE POLICY

PURPOSE

Quest Academy firmly believes that consistent attendance teaches students responsibility and enhances the total educational experience. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student's permanent dismissal from Quest Academy.

POLICY

Consistent with Quest Academy's Truancy Policy, parents are expected to take a proactive role in ensuring their children attend school. Quest strongly recommends that families plan their vacation schedule around the existing school calendar. This schedule is included in the student handbook and is available at the beginning of the school year or upon a student's transfer into Quest thereafter. Likewise, health appointments should take place outside of regular school hours. Parents should notify the school in advance of any planned, future absence. Parents and students are responsible for obtaining homework or assignments for the time period during which the student is absent.

Attendance Requirements

Students are allowed a maximum of 10 unexcused absences per year subject to the terms and limitations of the School's Truancy Policy or as otherwise explained in this policy.

Excused Absences

Oral or written communication from the student's parent/guardian must be received within one school day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within 1 business day of the student's return to Quest Academy. In the event a student has 10 (ten) consecutive unexcused absences, the student will be automatically dismissed from Quest Academy in accordance with State Law.

In the event of an unforeseeable illness or emergency, Quest Academy should be contacted as soon as possible.

Make-up Work

Make-up work is permitted for students who have "excused" absences. The classroom teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher, but not later than 14 days after the student's return to school. An

exception MAY be made upon appeal and "with good cause" shown by the parent as to why this will take more time.

Tardiness

A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis by and with the teacher and the principal. .

Notification of Absences and Tardies, etc.


In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. If a pattern of absences is noted, the School Attendance Remediation Plan will be initiated. Quest is held accountable for each student's academic progress and Parents/Guardians are required by state law to see that their students attend school regularly. Students are required by law to attend school at least 95% of the school year. Clearly, if a student is not in school, s/he will miss the academic instruction that is targeting the skills necessary to achieve the Utah State Core requirements. Additionally, Quest Academy believes that attending school is one facet of teaching students responsibility. Children need to learn and value being to "work" on time and prepared every day. Parents have a critical role in making this happen. This Attendance Policy is but one effort by Quest to assist and address the needs of the "whole" student. Parents will be notified if a student's attendance falls below 95%. A meeting with parent(s) and administration will be initiated to create a plan to improve attendance.

Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do no remedy the problem sufficiently, students will be referred to Juvenile Court.

Grounds for an Appeal

Parents/guardians who feel any absence and /or tardy is a result of extraordinary circumstances may provide a written request to the administrator to review their case.

Signature of Board President:



Brandy Beckman

4/18/08

Date