Mountain Heights

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| A T T E N D A N C E |

**Rationale:** Mountain Heights Academy (the “School”) is committed to providing a quality education for every student.  The School firmly believes that consistency in school work teaches students responsibility.  Students learn the value of planning and preparation.  Long breaks between work and infrequent attention to coursework results in a loss of continuity of instruction. Inattentiveness to school work may lead to a student’s failure to earn credits required for graduation and possibly permanent dismissal from the School for truancy

The School realizes that students and their families are attracted to digital learning at Mountain Heights Academy because of its innovative approach to education and unique educational platform. The School strives to provide a great deal of flexibility for its students in connection with their studies.

**Policy:** It is the policy of the School that it provide at least 990 instructional hours over the course of each school year, to full-time students, as required by Utah Administrative Rule R277-419-3.A(1).

The School recognizes that, pursuant to Utah Administrative Rule R277-419-4.A(2), the School is not subject to the requirement that students attend 180 school days each year and therefore does not require students to “attend” school for a certain number of days each year.

Rather, the School recognizes the need for students to work regularly and consistently in order to complete their courses and the required hours of instruction, so students are to log-in regularly and at a minimum of once a week. Accordingly, the School’s principal will work with a committee designated by the Board of Directors to develop procedures to ensure that students obtain the required instructional hours while preserving the flexibility that the School’s student population values.

**Attendance Procedures:** Records are maintained on a student information system and learning management system. Data recorded includes specific number of minutes student spends in each course and which pages and websites are visited.

Mountain Heights Academy personnel review attendance weekly to determine that full-time students are on track to complete the 990 hours of instruction each year or are making progress to complete their courses. Student services personnel, counselors, and teachers will consistently contact the parent and/or student.

School attendance laws require students to attend school regularly. The virtual nature of the school does not alter this requirement. Attendance is a joint responsibility of parents and their children. School authorities have a responsibility to enforce attendance laws.

Students in this online public school program have no physical classrooms but still must meet all regulatory requirements for attending public schools in the state. These regulatory requirements include attending school for a required number of days and completing a required number of hours of instruction.

Student attendance is automatically recorded in the school’s Learning Management System every time they log in and work. Students not attending school as mandated by law (not logging in and completing work for ten or more consecutive days) will be considered truant and this may result in suspension or expulsion.

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Utah Virtual

**Attendance Policy**

Adopted: June 12, 2008
Revised: May 25, 2011, July 12, 2013, August 1, 2014, July 31, 2015, May 1, 2019

**Policy**

Utah Virtual Academy (the “School”) is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction. Also, frequent absences prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student’s permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of School hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

The School intends for this policy to be consistent with the provisions of Utah’s compulsory education laws, Utah Code § 53G-6-201 through § 53G-6-208, as well as Utah Administrative Code Rule R277-607-4.

The Head of School shall establish administrative procedures regarding attendance and truancy that are consistent with this policy and applicable law. The Head of School shall ensure that this policy and the applicable procedures are distributed to parents.

**Review**

The School’s Board of Directors (the “Board”) shall review this policy annually. The Board shall also annually review attendance data and consider revisions to this policy and the related procedures to encourage student attendance.

Lumen Scholar

**Purpose**

The purpose of this policy is ensure the School’s compliance with Utah Administrative Code [R277-419](https://rules.utah.gov/publicat/code/r277/r277-419.htm). Pupil Accounting.

**Policy**

1. The School shall abide by Utah Administrative Code R277-419 even if parts of the code are not listed explicitly in this policy.
2. The Operations Director will submit to the State Superintendent the School’s accountability report, a clearing house report, and other state-mandated reports as requested by the State Superintendent. *(UT Admin Code - R277-419-3)*
3. The School will ensure that records of student attendance are maintained at the School which clearly and accurately show for each student the:
	1. entry date,
	2. exit date,
	3. exit or high school completion status,
	4. whether or not an absence was excused,
	5. disability status (resource or self-contained, if applicable), and
	6. YIC status (ISI-1 or self-contained, if applicable).
4. The Board of Trustees will employ an independent auditor, under contract to annually audit student accounting records.
5. The annual auditor’s report shall be reviewed by the Board of Trustees during a board meeting and shall be submitted to the Finance and Statistics Section of the State Board of Education by the School’s Business Manager.
6. The School shall use all of the following continuing enrollment measures to track student attendance. All measures shall be documented by the teacher through attendance in the Student Information System (SIS) and the School's Learning Management System (LMS):
	1. Live instruction of face-to-face interactions as scheduled shall be recorded and verified by the teacher in the LMS daily;
	2. Required participation in enrolled courses in the LMS shall be synced in the SIS by the teacher and verified by the Registrar; and
	3. Parents will be required to report any excused absences electronically.
7. The School shall document each student's continued enrollment status in compliance with the continuing enrollment measures at least once every ten consecutive school days.
8. The School shall appropriately adjust and update student membership records in the student information system for students that did not meet the continuing enrollment measures.
9. Active Online Attendance participation shall be defined as:
	1. Student attendance in an online course is defined as active participation in the course. Students should log in or participate multiple times each week. Attendance will be documented daily in the LMS and updated weekly in the school SIS. Teachers and the Registrar will coordinate to verify the weekly syncing of the LMS to the SIS. Participation for attendance purposes can include any of the following activities in a week:
		1. Submitting assignments,
		2. Participating in a online or face-to-face discussion,
		3. Joining a live interactive meeting,
		4. Attending a course session on site,
		5. Participating in small group instruction live or online, or
		6. Communicating with the instructor by email, feedback, live online, face-to-face, or phone.
	2. Students or parents aware of necessary absences must inform the teacher with as much advance notice as possible in order to make appropriate arrangements. These absences should be reported through the Absence Form;
	3. Any student absent 25 percent or more of an online course (i.e., unexcused, unresolved, or unaddressed absences during three (3) or more weeks of an 11-week term or twenty (20) unexcused absences throughout a semester) may not receive completion credit for that course. If students are struggling to complete assignments or participate in a course, they should contact their teacher immediately so intervention plans can be formulated; and
	4. Any student who has not actively participated in an online class for longer than 10 days will be administratively withdrawn from the class and will receive a "W" on their transcript. To be counted as actively participating, it is not sufficient to log in and view the course; the student must be participating in the online courses as describe above.

\*\*This policy replaces the Attendance policy approved on 10/13/2015.

Davinci Academy

6. Attendance for non-traditional, approved programs

All distant or online students will be approved for distant or online educational programs offered through Davinci Academy by the counselor or designated LEA employee. An LEA employee and highly qualified teacher will have regular contact either face-to-face or by virtual means with distant or online students. These contacts will be recorded and student attendance will monitored based on individual student progress in relation to the Utah State Core Curriculum Standards or demonstrated mastery of content. Progress means coverage of at least 3% of the required curriculum each week; which equates to roughly 25% of the required curriculum each quarter. This equates to 247.5 hours of instruction each quarter and 990 hours for the entire 180 day school year. These instructional hours will be recorded by the LEA employee.

Mastery of content means any of the approved methods as outlined in R277-705- 3C and according to DaVinci Demonstrated Competency Policy. Distant or online students will be required to participate in end-of-year state mandated tests, unless parents opt them out according to legislative policy.