



GreenWood Charter School

Policy Number:

Policy Section: 100 - Administration

Policy Title: Attendance Policy

Revision History

Effective Date	Action Date	Revised
August 22, 2020	New Policy	

Board Policy Sections:

- School Board 000 series
- Administration 100 series
- Instruction 200 series
- Student Services 300 series
- Staff Policies 400 series
- Business and Operation Policies 500 series
- Community 600 series

ATTENDANCE POLICY

Important work and learning happens every day at GreenWood Charter School; consequently, regular attendance is expected and required for students to fully benefit from the educational opportunities offered. Missing class should be minimal because absences affect, not only the missing student, but the effectiveness of the teacher and the learning of other students. Parents bear the responsibility to ensure students are on time and in attendance.

Late Arrival and Early Exit

Crew and debrief time are two important aspects to learning success in the Expeditionary Learning model. These educational periods often take place at the beginning and ending of a class period or day. Late arrival and early exit negatively affect the important learning of the entire class, not just the individual students. Students are expected to be in class when school starts and to attend the entire class period. Administrators will create procedures to guide teacher response and student consequences to chronic tardiness or early exit.

Excusing Absences

Parents are asked to provide the school with a reason for each absence as soon as possible. When a student needs to leave during school hours, parents/designees must check students out in person at the office. Truancy, defined as an absence with neither parent/guardian or school knowledge or permission, will require administrative remediation and may be turned over to law enforcement depending on severity. Should a student have ten (10) or more consecutive unexcused absences in a semester, he or she shall be dropped from the school's enrollment. Re-entry into the school must follow the lottery enrollment process.

Extended Absences

In the event that a student must be absent for an extended time, a parent should notify teachers and the office of dates of absence by email and/or by in person appointment. Parents or students should arrange for any make-up work with individual teachers.

Make-up work in response to any absence must be arranged with individual teachers.

The school or teacher does not assume the responsibility for re-creating experiences that students would have had had they been in attendance. The goal of make-up work is to help the student catch up to the rest of the class as much as possible.

Chronic Absenteeism

Chronic absences, defined as multiple absences that create an adverse effect on the student's learning progress, whether excused or unexcused, will result in school intervention.

Attendance during School Soft Closure/Dismissal and Distance Learning:

GreenWood will measure attendance and stay in compliance with Utah Administrative Code R277-419 in the following way:

Teachers will contact students weekly either online, by email, by parent text, or by parent phone (unless a student is on an extended leave of absence from the school), and/or student

demonstration of progress on assignments and coursework or progress toward academic goals. If either criteria is met, the student will be considered present for the week.