

# ATTENDANCE AND TARDY POLICY

## **Attendance**

Please plan your vacation schedule around the existing school calendar. When possible, please notify the school in advance of any absence. Students and Parents are responsible for obtaining homework or project assignments for the time period in which the student will be absent.

Excused absences are defined by the State of Utah as: illness (Doctor's note will need to be provided, for absences beyond 5 consecutive school days), medical appointment (notice must be given to office before appointment), family death, IEP or 504 accommodating educational reasons, or preapproved extended absence for an educational experience (approval must be given by Entheos executive crew through the school's director).

## **Entheos Attendance policy**

1. Attendance education policy is made available to parents through the student handbook and on the website.
2. After five (5) unexcused absences, the director sends attendance email to parents.
2. After seven (7) unexcused absences, attendance letter #1 is sent by certified mail and a mandatory attendance meeting is scheduled with director, teacher, parent/guardian and student.
3. After ten (10) unexcused absences, attendance letter #2 is sent by certified mail requesting attendance mediation, a referral to Division of Child and Family Services for Educational Neglect (for students under 14 years old), or a referral to truancy court (for students 14 and older).

## **Tardies**

Entheos Academy strives to create a positive learning environment free from distractions where all students can learn and succeed. Learning is best facilitated when students are in class and prepared. Chronic lateness disrupts the learning environment and inhibits students from reaching their full potential. Students are considered tardy when they arrive late to school or class. Tardies will be excused if they are for medical, bereavement, or extenuating circumstances approved through school administration.

Tardies will be dealt with on an individual basis with the teacher. If a student's tardies become excessive, as determined by the school administrator, the administration of Entheos will become involved. Administrator may use taking away reward trips, school activities and/or assign student to an after-school program. It is the student's responsibility to reach out to the teachers to get and make up all work missed due to the tardy.