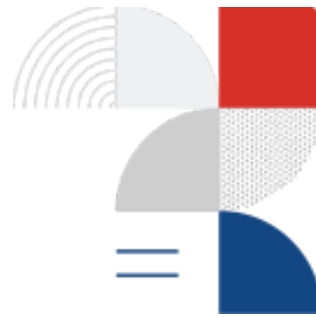




The Ranches Academy
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The Ranches Academy Attendance Policy

Elementary students must attend each school day in full, unless a valid excuse is provided. Traditional brick-and-mortar attendance remains the default expectation. The Ranches Academy does not currently offer any hybrid learning or online options.

Stakeholder Responsibilities

Student Expectations

- Attend school on-time and be prepared to learn and participate in class.
- Request make-up work promptly from teachers following an absence.
- Work with parents, teachers, and administrators to resolve attendance issues.

Parent/Guardian Expectations

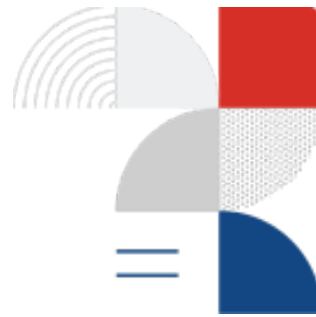
- Excuse absences for students.
- Check students in and out through the attendance office.
- Work with the school on absenteeism issues.
- Provide the school with current contact information and any court-ordered custody/guardianship changes.
- Monitor student attendance and academic progress regularly.
- Notify the school before absences when available.
- Assist students and teachers in obtaining course work for days absent

Teacher Expectations

- Build and maintain positive relationships with all students and parents.
- Create an effective environment for learning.
- Take attendance daily.
- Allow students "reasonable accommodations" to make up work for absences.
- Work supportively with students, parents, and administrators to resolve attendance issues.
- Reach out to students and parents/guardians to inquire about and help address attendance concerns.
- Notify parents/guardians when a student is demonstrating a pattern of attendance issues.



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Administration Expectations

- Notify all stakeholders of the attendance policy and goals at the beginning of each school year.
- Notify parents/guardians each time a student is absent without a prior valid excuse within two instructional days including the total number of absences for the school year.
- Implement the intervention guidelines when students miss school.
- Provide incentives to promote positive attendance.
- Shall not require a medical note to excuse a medical absence.

General Procedures and Requirements

Procedures to Excuse Absences

- Parents/Guardians are expected to excuse their child's absences by contacting the school with a valid excuse.
- Valid excuses will be accepted as defined in the definitions section.
- Extended absences: Parents must make arrangements with the principal prior to the absences. The school will reasonably accommodate requests, but this does not guarantee all work will be provided before or online. Extended absences will be approved if the LEA determines the absences will not adversely impact the student's education (53G-6-205).

Procedures to Check in/Check out of School

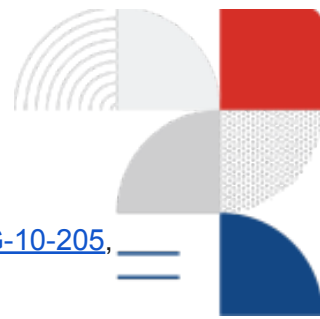
- Students must be checked in and out of school through the office.
- Students leaving during the school day must be checked-out at the office with a parent/guardian present.
- Students arriving late must check-in at the office.
- Parents must keep contact and authorization information current in the Student Information System (SIS).

Valid Excuses

Includes, but is not limited to: illness (mental or physical, documentation not required), behavioral health, family death, approved school activity/suspension, absence permitted by an



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IEP or 504 plan, and any other excuse established by the LEA ([53G-10-205](#), [53G-6-205](#), [53G-6-201](#)).

Absences

Students are considered absent when a school-age child is gone from school, without a valid excuse for at least half of the instructional day. A student may not be considered absent more than once during the same day. Students will be considered chronically absent when they have been gone for at least twenty days

Attendance Notifications

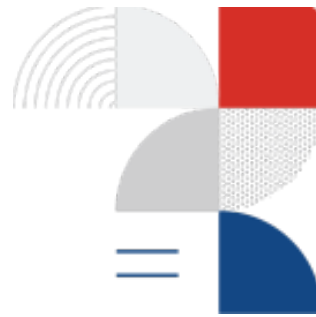
- Five Unexcused Absences (Grades 1-6): Schools will issue a Notice of Compulsory Education to the parents/guardians, directing them to meet with school officials to resolve attendance issues. Failure to meet may result in a report to the Utah Division of Family Services (DCFS).
- Ten Consecutive Unexcused Absences (30 for students with an Individualized Education Program (IEP)): School will send notification to parents/guardians that the student will be withdrawn if absences continue. Special education teachers will be consulted for students on an IEP.
- Parent/Guardian will be notified within 2 days of an absence.

The Ranches Academy encourages consistent attendance, and will make every effort to resolve attendance problems. Those efforts will include:

- Annual notification of the School's attendance policies will be provided to the parents of all students at the time of registration.
- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student's parent(s) of the concern.
- If communication with the student and parent(s) does not adequately address the problems and the student's learning continues to suffer, then the teacher or director will work with the parent(s) in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include, but are not limited to the following: counseling of the student by school authorities, considering alternatives proposed by the parent, or providing the parent with a list of community resources to help the family.



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- The director may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, a certified letter will be sent to the parent(s) requesting a formal meeting with the administrator to resolve the attendance problems. A copy of the letter will be kept by the School.
- The director will notify the parent/guardian of the actions the School may take should chronic absenteeism of the student continue.

Interventions and Support

The school is committed to promoting regular attendance and addressing chronic absenteeism through a tiered system of non-punitive interventions ([53G-6-206](#)).

Tier 1: School-wide Supports (Prevention)

These are evidence-based, research-informed prevention interventions promoting a positive and engaging school climate.

- Establishing positive relationships with families.
- Promoting a safe, supportive, and engaging school climate.
- Recognizing good and improved attendance.
- Regularly monitoring attendance and sending notice to parents/guardians when a student is absent.

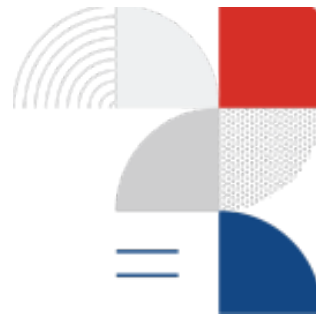
Tier 2: Targeted Support

These are collaborative efforts to identify specific barriers and develop solutions.

- Collaboration with families to identify barriers.
- Counseling and academic support.
- Check & Connect Mentoring.
- Home visits and truancy mediation.
- Referral to community resources.



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Tier 3: Intensive and Individualized Interventions

These interventions are designed to create trusting relationships and improve attendance and academic outcomes.

- Mentorship programs.
- Family connection to community resources.
- Academic support through small groups or individualized tutoring.
- Teaching executive function skills (planning, goal setting, self-regulation).

Chronic Absenteeism Citation

Consistent with Section 53A-11-101.7, a chronic absenteeism citation may be issued for a student who is habitually absent from school. Chronic absenteeism citations will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above. Citations will be served on the parent/guardian by personal service or certified mail. The parent/guardian will have the right to appeal a citation in writing to the director within ten (10) days of being issued. The citation will include:

- [a] documentation of attendance and academic achievement;
- [b] documentation of school efforts to improve attendance;
- [c] copies of attendance letters

Notice of Compulsory Education Violation

The Ranches Academy may issue a "notice of compulsory education violation" to a parent/guardian of a student who is under the age of fourteen (14) if the student is absent without a valid excuse at least five (5) times during the school year.

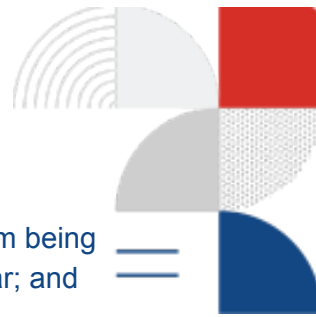
This notice shall:

1. Direct the parent/guardian to meet with the School Director to discuss the student's attendance problem and cooperate with the principal and/or Board to secure regular attendance by the student;
2. State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss

Revised August 11, 2026



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the student's attendance problems, or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and

3. Be served on the parent/guardian by personal service or certified mail.

By law, the Notice of Compulsory Education Violation mandates that the parent/guardian:

- Meet with designated school authorities to discuss the child's attendance issues.
- Cooperate with the school to prevent further unexcused absences.

Legal Consequences for Parents

Failing to respond or resolve the issue carries explicit penalties under Utah law:

- **Class B Misdemeanor:** It is a Class B misdemeanor for a parent to intentionally or without good cause fail to meet with school authorities, or fail to prevent the student from being truant an additional 5 or more times during the remainder of the school year.
- **Referrals:** If attendance does not improve or parents fail to cooperate, the school/district is required to report the violation to the local county or city attorney, and may make a referral to Division of Child and Family Services (DCFS) for educational neglect.

Exceptions

- Compulsory education laws do not apply if the student is formally excused through an official exemption under state law, such as an approved **home school affidavit** filed with the School.

Appeals Process

A student or parent/guardian may appeal a Notice of Compulsory Education, or any disciplinary actions taken pursuant to this policy.

1. **Submit a Formal Written Appeal:** Must be submitted to school administration within 10 business days of the absence(s) or action being appealed. The appeal must include:
 - Student's name and grade.
 - Dates/Description of the absence(s) or procedural errors being appealed.
 - Explanation of extenuating circumstances (e.g., serious illness, family death).
 - Proposed resolution.
2. **Gather Supporting Documentation:** Provide evidence such as medical records, travel records, competition/event records, or witness statements.
3. **Attend a Meeting/Hearing:** Attend an informal meeting with school administration or a formal hearing with the school board to present the case and evidence.

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4. Receive a Decision: The decision will be provided in writing within 10 business days.
5. Further Appeal: If requested, the appeal can be taken to a higher level of authority (e.g., Director of Student Services, Assistant Superintendent, or School Board).