Good Foundations Academy

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Attendance Policy

Attendance Actions Quick Guide

Frequency	Unexcused Ab	Excused Ab	Tardies
3	parent emailed	N/A	N/A
5	parent provides explanation	N/A	N/A
7	parent conference with administration	administration gathers reasons for absences	parent emailed and parent provides explanation
10	student consequences as necessary	parent conference with administration	parent conference with administration
above 10	same as above	parents work with Dean of Students on case-by-case basis; student consequences as necessary	student consequences as necessary
15	same as above	same as above	same as above
20	same as above	same as above	same as above

PURPOSE AND PHILOSOPHY

Important work and learning happens every day at Good Foundations Academy (the "School" or "GFA"); consequently, regular attendance is required for students to fully benefit from the educational opportunities offered. In addition to students benefiting from regular attendance, the School itself benefits, as it is accountable to the state for student attendance and must annually report to the state all of its students' absences for the school year. We hope to be known as a top school that is noticed by the state and beyond. Therefore, regular attendance is something we value highly.

UTAH LAW - TITLE 53G, AND R277-607
Section 53G-6-201 and R277-607 Definitions

Absence	failure of a school-age child assigned to a class or class period to attend the class or class period for a given day or class period

Chronic absenteeism	means a student who was enrolled in an LEA for at least 60 calendar days and has been absent for at least 10% of days of instruction, whether the absence was excused or not excused
Instructional Day	means a school day on which an LEA provides educational services through scheduled periods with direct teacher interaction.
Compulsory Attendance	refers to parents of a school-age child and their responsibility to enroll and send their school-age child to a public or regularly established private school, except as provided in Section 53G-6-204 or Section 53G-6-702
Intervention	means the same as the term is defined in Subsection 53G-6-206(1) (includes mentorship programs, family connection to community resources, academic support through small group or individualized tutoring or similar methods, and teaching executive function skills)
Minor	means a person under the age of 18 years
Notice of Compulsory Education Violation	a notice of violation to the parents of students in grades 1-6 consistent with Section 53G-6-202
Parent	a custodial parent of the minor; a legally appointed guardian of a minor; or any other person purporting to exercise any authority over the minor which could be exercised by a person described immediately above
School-age child	a minor who is at least six years old but younger than 18 years old; and is not emancipated
School year	the period of time designated by the local charter school governing board as the school year for the school where the school-age child is enrolled; or should be enrolled, if the school-age child is not enrolled in school
Truant	a condition by which a school-age child, without a valid excuse, is absent for at least half of the instructional day
Truant Minor	a school-age child who is subject to the requirements of Section 53G-6-202 or 53G-6-203 and is truant
Valid Excuse	an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional; mental or behavioral health of the school-age child; a family death;

	an approved school activity or suspension; an absence permitted by a school age child's Individual Education Plan or Section 504 accommodation plan; a scheduled family event or a scheduled proactive visit to a health care provider in accordance with Section 53G-6-803(5); a waiver of participation in accordance with Section 53G-10-205; competition in a rodeo sanctioned by an international, non-profit organization dedicated to the development of sportsmanship, horsemanship, and character in youth through the sport of rodeo; any reason a parent provides to justify a student's absence if the student maintains a cumulative grade point average of at least 2.0, including an event related to participation in the following clubs: mountain biking, shooting sports, or a youth development program Utah State University administers, which provides educational experience in areas including agriculture, science, technology, engineering, mathematics, civic engagement, leadership, and healthy living through hands-on learning, mentoring, and community-based clubs or activities; or any other excuse established as valid by the local charter school governing board

Good Foundations Academy

Attendance Definitions

Checkout	when a student is signed out before 3:10pm on Monday, Tuesday, Wednesday, and Thursday or before 1:00pm on a Friday
Excused Absence	an absence with a valid excuse as defined by Section 53G-6-201 (see definition of "valid excuse" above)
Tardy	when a student is signed in to school after 8:00am
Unexcused Absence	any absence not defined as an excused absence
Illness	may be either a mental or physical illness
Serious illness/ hospitalization	illness resulting in more than two days of absences in a row; GFA may request a doctor's note to substantiate a serious illness
Extended Absence	GFA defines as 3 days or more.

POLICY

Our goal is that students attend at least 95% of the school year, which equals nine or fewer absences during one academic year. GFA recognizes that extraordinary circumstances beyond the control of parents and children may occur. If such circumstances cause absenteeism beyond the levels described below, it is the responsibility of the parent to notify the teacher and Dean of Students and request special consideration. Such cases may be reviewed by the Administrative team, but such review does not guarantee full or partial relief from the consequences described in this policy.

Parents must provide a valid excuse for absences. Failure to do so will result in the absence being recorded as "unexcused". Student absences may be submitted online or reported by telephone or email. Parents are asked to contact the office by 4:00 pm on the day of absence, for each day of absence.

Online	Excuse Student Absence Form http://www.gfautah.org/Excuse_Student_Absence.html
Email	attendance@gfautah.org
Telephone	(801) 393-2950

Valid excuses for absences include:

Illness	may be excused without a written notification
Serious illness or Hospitalization	GFA may request a doctor's note prior to excusing absences for serious illness will be counted as excused
Mental or behavioral health	may be excused without a written notification
Family death	per Utah Law
Approved school activity or suspension	per administration
Approved absence per IEP or 504 plan	per Utah Law
Scheduled family event or proactive visit to a health care provider	per Section 53G-6-803(5)

Waiver of participation	per Section 53G-10-205
Competition in a rodeo	per Utah law
Other valid excuses	per Utah law or GFA policy

PROTOCOL

Whether an absence is excused or unexcused, it causes a disruption in learning for the student and his/her classmates. At GFA, it is part of our mission to instill good character traits in our students, including respect and responsibility. A student shows respect through punctuality and responsibility by doing what is necessary to arrive at school on time and regularly.

Per Utah state law, should a student have ten or more consecutive unexcused absences, he or she shall be dropped from the School's enrollment, unless the student is a student with a disability and the exception in R277-419 applies. Re-entry into the School must follow the lottery enrollment process. In order for a student to count in the School's enrollment during an approved extended absence, the School must have ongoing contact with the student, provide work in advance, and set homework guidelines for the absence.

The GFA Office will timely track attendance and maintain accurate attendance records in the School's student information system. GFA will notify parents within two instructional days of a student's unexcused absence, including the total number for the school year. In addition, parents will be notified as follows:

<u>Unexcused Absences</u>

3 unexcused absences	parent will be emailed to review the Attendance Policy (Compulsory Education Violation – 1st Warning)
5 unexcused absences	parent will fill out an "Absence Justification" form to provide written explanation of why the absences are occurring and how they will improve (Compulsory Education Violation – 2nd Warning)
7 unexcused absences	parents meet with administration and develop a plan to resolve the problem; student may lose privileges, such as after-school activities, field trips, field day, and dress down days; (Notice of Compulsory Education Violation 1st Citation)

10 unexcused absences	student may be suspended for up to ten days; will report parents to DCFS if School has reason to believe that parents, after receiving a Notice of Compulsory Education Violation, has failed to make a good faith effort to ensure that student receives an appropriate education (Notice of Compulsory Education Violation 2nd Citation)
15 unexcused absences	student may be suspended for up to ten days; will report parents to DCFS if School has reason to believe that parents, after receiving a Notice of Compulsory Education Violation, has failed to make a good faith effort to ensure that student receives an appropriate education (Notice of Compulsory Education Violation 3rd Citation)

The School shall maintain records of each notice of compulsory violation issued and any resulting referrals and general outcomes.

Excused Absences

7 excused absences	administration will gather information on why each absence has occurred making sure that illnesses, mental or behavioral health, family deaths, approved school activities, family events or proactive health care visits as defined by Section 53G-6-803(5), and IEP/504 related reasons are logged
10 excused absences	parents meet with administration and develop a plan to help prevent the decline of the student's academic progress; student may lose privileges, such as after-school activities, field trips, field day, and dress down days
10+ excused absences	parents will work with the Dean of Students on a case-by-case basis to attempt to minimize absences; students with excessive excused absences may be suspended; administrative determination will be based on student progress, reasons for absences and parental support in developing and enforcing a plan to ensure student makes progress in grade level work

Tardy and Early Check-out

Because the focus at GFA is on academic learning, we find that tardy students and those who regularly check out early are disruptive to the learning environment. School starts promptly at 8:00 and work continues until students are released at 3:10. We ask that you schedule doctor appointments and other activities outside of school hours. Please notify the office if doctor appointments are related to IEP or Section 504 needs.

Parents need to come to the office to check in students who are tardy and for early check-out. The GFA Office will track tardies and early checkouts. Parents will be notified as follows:

7 tardies/early checkouts	parent will be emailed and asked to review the Attendance Policy and the parent will fill out a form to provide written explanation of why the tardies and/or early checkouts are occurring and how they will improve
10 tardies/early checkouts	parents meet with administration and develop a plan to resolve the problem; warning to parents that their student may lose privileges, such as after-school activities, field trips, field day, and dress down days
15 tardies/early checkouts	student may lose privileges, such as after-school activities, field trips, field day, and dress down days
20 tardies/early checkouts	student may be suspended for up to ten days;

Additional Absenteeism and Truancy Prevention and Intervention Measures:
Consistent with Utah Code § 53G-6-206, the School shall make efforts in addition to those above to promote regular attendance and to resolve and prevent absenteeism (including chronic absenteeism) and truancy issues. Such additional efforts shall include, as feasible:

- Regularly reviewing student attendance data to identify students at risk of chronic absenteeism.
- Counseling of students by School authorities
- Making any necessary adjustment to the curriculum and schedule to meet special needs of students
- Considering alternatives proposed by students' parents
- Voluntary participation in truancy mediation, if available
- Providing students' parents, upon request, with a list of resources available to assist parents in resolving their students' attendance problems

The School may employ other prevention and intervention measures at its discretion, including those measures listed under the definition of "intervention" in Utah Code § 53G-6-206.

Non-health related extended absences:
At GFA, our curriculum is continuously spiraling and connecting with new topics and information. Regular attendance is essential to academic success. Extended absences can result in significant loss of learning and motivation. We strongly encourage parents to plan recreational vacations for times when school is not in session.

Absences may be approved in advance for "extreme circumstances." If the extreme circumstance is approved, the teacher and parents will develop an Independent Learning Contract, with appropriate work and study opportunities to ensure continuation of the student's progress in academics. The work is due as defined in the next section, Make-up work and credit. The student is responsible for being prepared to take any tests immediately upon return, at teacher discretion.

Make-up work and credit:
Excused absences: Students will have 2 school days for every 1 day missed from school to turn in their work. All excused work must be turned in 2 days from the day of the student's return. For example, if a student is sick on Monday and returns on Tuesday, that work will be due on Thursday. If a student is absent on Monday and Tuesday for an illness, they will turn the work for both days by the following Tuesday (4 school days later).

Unexcused absences: Student's work will be classified as late and will receive credit based on the late work policy. Missing work will be given on the day of return and the student will have the allowed time in the Late and Missing Work Policy (per grade level) to receive partial credit. Any work turned in after the allowed time will be counted as a zero.

In order to guide students in developing study habits and organizational skills, GFA will implement the following School-wide late work procedures:

Grade	***Percent deduction for late work***	***Number of days allowed for late work to receive credit***
K	N/A	end of quarter
1	N/A	2 weeks or until next unit test
2	20%	3 days
3	30%	3 days
4	40%	2 days
5	50%	2 days
6	50%	1 day

Make-up work: Teachers will collect daily work when a student is absent and provide a packet of make-up work. If a sibling attends school, the teacher will send the work home with the sibling unless the parent makes other arrangements. If there is no sibling

attending GFA, the parent is requested to pick up the work from the classroom after school each day, to ensure that the absent student is able to keep up with his or her peers. Special accommodations may be made for unusual circumstances.

Sometimes it is not possible to make up the work/lecture/activity the student missed in the classroom. In these cases, the teacher is not responsible to create an assignment for the student to make up and the student will simply not receive credit for that day.

Specials: When a student misses a Specials class (excused or unexcused), the student will receive 0 points for that day for attendance and curriculum. Specials teachers offer after-school opportunities to make-up curriculum points for absences. Students may stay after school from 3:10 to 4:20 in order to make up their absence. Students still lose attendance points, but can make up curriculum points. Students must go to a make-up class no later than 2 weeks after the absence. Make-up days are as follows (students will meet in the cafeteria). Art (Monday), PE (Wednesday), Music (Thursday).

Special Education affecting Specials: Students will not be penalized for missing a Specials class due to time and services in the Resource Room. Students may be given tests or assignments from specials' class to take to resource during specials. The classroom teacher is responsible for informing the specials teacher to excuse the missed time.

Home Hospital:
If a student is out of school for an extended time due to an illness or injury, GFA may put the student on a home hospital contract. The student's parents must fill out a home hospital application and a physician form. GFA administration will review the application and provide curriculum and potential limited teacher support to keep the student on track until their return to school.

Privileges and Consequences:
GFA students in good standing may be recognized for their outstanding attendance through the Perfect Attendance Award. GFA defines perfect attendance as zero absences (excused or unexcused) and zero tardies and early check-outs.

Students with excessive absences may lose the following privileges:

- Recess
- Dress Down Days
- After-school Programs
- Field Trips
- Field Day and other school-wide celebrations
- Participation in Varsity Clubs
- Other activities as determined by the Dean of Students

Utah law includes provisions which allow schools to suspend students for frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including noncompliance with the compulsory attendance law.

If excessive absences cause the student to fail to master grade-level material, the student may be retained in accordance with GFA Pupil Promotion/Retention Policy.

Students with Qualified Disabilities:
If students with disabilities under the Individuals with Disabilities Education Act, or students protected under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, have excessive absences, including but not limited to absences for mental or behavioral health reasons, and fall within the criteria of this policy, the School will ensure that this policy is applied in a manner consistent with all applicable state and federal laws and regulations. Excused absences for known mental or behavioral health reasons do not absolve the School of FAPE responsibilities.

Appeals Process:
Parents who believe that all or part of their student's absences and/or tardies should be considered excused, or if they want to contest a Notice of Compulsory Education Violation or any disciplinary action taken against their student pursuant to the School's Attendance Policy, shall follow the School's Parent Grievance Policy.

Attendance Data Quality and Review:
GFA shall ensure that its student information system accurately captures and reports student enrollment, attendance, and membership data. The School shall meet the minimum standards for LEA attendance data quality established by the Utah State Board of Education.

GFA shall, under the direction of the Executive Director, conduct an annual internal review of attendance data accuracy.

Review and Evaluation:
GFA's Board of Directors shall review this policy in an open and public meeting at least every five years.

On an annual basis, the Board shall also review relevant GFA attendance data, evaluate the effectiveness of GFA's attendance interventions, and ensure that adequate resources are allocated to support GFA's attendance monitoring and intervention programs and efforts.

Training:
All relevant GFA staff shall be trained on this policy annually.

State Law Index:
GFA attendance policies have been developed in accordance with Utah laws, including but not limited to Utah Code §§ 53G-6-201 through 53G-6-215, Utah Code § 53G-6-803(5), and Utah Administrative Code R277-607 and R277-419.

GFA Board Approved: October 12, 2026