



C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

ATTENDANCE POLICY

C.S. Lewis Academy recognizes that attendance is a student-parent-school responsibility. We strive to work together with students, teachers and parents in educating and motivating our students to consistently attend class. Frequent absences from the day-to-day classroom experience disrupt the instructional process. The benefits of instruction, once lost, cannot be entirely regained. The entire process of education requires continuity of instruction, class participation, learning experience, and study.

C.S. Lewis Academy highly encourages families to make it their goal to have 100% attendance. The intent of C.S. Lewis Academy Attendance Policy is to ensure that parents know how important it is for them to plan well in advance so that trips, vacations and other activities occur during those days when school is not in session. While we recognize and support the need for families to have time to play together and know that synchronizing parent work demands and requirements of the school schedule usually requires conscientious planning-ahead, the summer, winter and spring breaks, along with multiple long weekends should provide adequate time for coordination. C.S. Lewis Academy expectation is that parents will plan family trips during days when school is not in session when at all possible.

C.S. Lewis Academy is charged with the responsibility of enforcing the Utah Compulsory Education Requirements for the students who are enrolled at C.S. Lewis Academy. A student is considered chronically absent when a student misses more than one day a month or a total of 9 school days a year. As directed by Utah Administrative Rule: The Attendance Procedures of C.S. Lewis Academy is developed with the intention of encouraging regular and punctual attendance and is consistent with Utah Rule and Codes. The Attendance Policy and Procedures shall be included in the Parent/Student Handbook and the Parent/Student Handbook will be posted on the C.S. Lewis Academy website.

ATTENDANCE PROCEDURE

When a student is absent, the parent or guardian needs to notify the school office before 8:15 AM on any day the child is absent. The parent is expected to inform the Secretary of the reason for the student's absence. If a parent does not call, C.S. Lewis Academy will contact the parent by automated



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message to notify the parent that the child is absent. If a parent does not communicate with the Secretary, the absence will be unexcused.

All valid excused absences should be excused within five (5) school days following the absence. Parents are to contact teachers for missed assignments. The assignments must be completed within five (5) days after student returns to school.

If a student is chronically absent and attendance falls below 85%, parents will be notified by mail and phone to set up a meeting with administration to discuss attendance. If a student's attendance falls below 75% the parent will be notified by mail and by phone to set up a meeting for a possible attendance contract.

EXCUSED ABSENCES

In accordance with Utah Code, C.S. Lewis Academy has approved the following reasons for EXCUSED ABSENCES:

- Illness (For illnesses lasting more than three days, a physician's note is required.)
- Family Death or Emergency (parents need to notify both the teacher and the office as soon as the parents know an absence will be necessary.)
- Medical and Dental Appointments (It is highly encouraged to schedule appointments outside of school hours.)
- School Sponsored Activity
- Absences Permitted by a Student's IEP
- A scheduled family event



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UNEXCUSED ABSENCES

Unexcused absence is defined as any absence that cannot be defined as an excused absence. In accordance with Utah Administrative Code, C.S. Lewis Academy students who are absent for more than 10 consecutive days, without parent contact, will be removed from the class roles but maintain enrollment in C.S. Lewis Academy as per Utah State Law. Upon return, the student will return to the same class placement.

MAKE-UP WORK DUE TO ABSENCES

In general, school work resulting from absences may be collected from the teacher AFTER the student returns to school (the teacher will gather the school work as assignments are given). At their discretion, teachers may provide routine assignments for students before they leave if convenient, however assignments requiring a lot of prep or explanation must wait until the student returns. Students are responsible for requesting and collecting missed work from their teacher.

LATE ARRIVALS

It is important that students arrive on-time for school. Having a few extra minutes prior to the late bell helps them unwind, relax, and prepare for the day. Late arrival, on the other hand, is disruptive to the class and the teacher, and puts the late arriving student at a disadvantage. The Late Bell rings at 8:15 AM. Anyone arriving at their classroom after 8:15 AM may be marked tardy. A tardy is excused for the following reasons: medical or dental appointments, traffic delays that affect several school families traveling the same route, or family emergencies. Tardy students must check-in at the office before reporting to class. If the student is more than five (5) minutes late, the parent needs to accompany the student to the office. The administration team may also authorize the C.S. Lewis Academy teachers to implement incentives in their classrooms for being on-time.

EARLY PICK-UPS

While it is understood that there may be rare occasions when a student must be excused early for a doctor appointment or another important reason. A pattern of early checkouts will be reported to



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administration with the understanding that interrupting the classroom to pull out students at the end of the day is disruptive to student learning and distracting to the teachers.

LATE PICK-UPS

Students must be picked up from C.S. Lewis Academy no later than 3:15PM. C.S. Lewis Academy does not have the ability to supervise and care for students left here beyond that time.