

Utah Career Path High Attendance Policy

The flexible nature of Career Path High's (the School) blended learning environment does not alter compulsory attendance requirements. Utah Compulsory Attendance Laws (Code 53A-11-101-105) require that "every school age child (ages 6-18) be enrolled in school and attend regularly." Attendance is a joint responsibility of parents and their children. School authorities have a responsibility to enforce attendance laws.

Student attendance records are maintained on a student information system and the Learning Management System (LMS). Student's attendance is automatically recorded in the school's LMS every time the student logs in to a course. Additionally, student's attendance is also recorded each time the student has mandatory scheduled attendance arranged by faculty, administration or a counselor. In the event a student does not meet the **compulsory** attendance requirements the School will contact parents and students.

It is expected that students will be actively engaged in their education each week by:
Logging in to courses daily Monday thru Friday;
Making adequate weekly progress;
Interacting with Career Path High teachers through digital and/or face-to-face instruction; and
Attending the Learning Center for teacher-scheduled mandatory visits.

Reporting Absences

Students may be excused from logging into a course in the LMS or from attending mandatory scheduled attendance for valid and legitimate reasons. Parents or guardians may excuse an absence by sending an email to attendance@utahcph.org with the student's first and last name entered in the subject line, or leave a voice mail on the attendance voice mail line (phone number available at www.CareerPathHigh.org). A valid excuse must be received within 24 hours of the absence in order for the absence to be excused. In the event of consecutive absences the valid excuse must be received within 24 hours of the first day of the absence.

Excused Absences

Note: In almost all cases, online course work and adequate weekly progress toward course completion is expected. Students may attend school virtually 24 hours a day seven days a week. They may also access the School's Learning Center during open hours. Excused absences should be few, far between, and due to extreme circumstances. The very flexible nature of our blended learning model allows students to maintain attendance even in circumstances that may have normally resulted in an absence under traditional seat-time requirements.

Valid excuse" or "excused absence" means an absence resulting from:

- an illness;
- a family death;
- an absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law;

a computer problem not caused by Internet access that prevents the student from logging in and is reported and verified within 24 hours.

The Campus Director has the discretion to consider other absences as "valid excuses." All other excuses will be considered "unexcused" and recorded as such.

If a student is unable to attend a pre-scheduled mandatory appointment due to an excused absence as shown above, the parent/guardian must report the absence and should contact the staff member who scheduled the mandatory appointment so alternative arrangements can be made.

Truancy

If a student is unable to login to a course in the LMS and/or attend mandatory scheduled attendance for five **consecutive** days due to an absence, a parent/guardian must contact the School using the attendance phone number posted on the School's website or email the School at attendance@Utahcph.org . If no contact is made, the student's absence will be considered TRUANT. After five (5) TRUANTS a compulsory education letter will be issued requesting parent's help with their student's absence.

Consistent with Section 53A-11-101.7 of Utah State Law schools can issue Habitual Truancy Violations. After ten (10) or more days of TRUANT within a school year a Truancy Citation will be issued. Truancy citations will be served on the parent/guardian by personal service or certified mail. The parent/guardian will have the right to appeal a Truancy Citation in writing to the Campus Director within ten (10) days of being issued.

Parents must schedule a conference with the Campus Director to attempt to resolve the student's attendance issues and resolve the truancy citation. Failure to appeal the truancy citation or schedule a conference with the Campus Director will result in the School referring a student to whom a habitual truancy citation has been issued to juvenile court. A court referral will include a recommended disposition containing the following: [a] documentation of attendance and academic achievement; [b] documentation of school efforts to improve attendance; [c] copies of truancy citations, including all mailing certificates; and [d] student background as requested by the prosecuting agency.

Students not logging into a course in the **LMS** and/or not attending mandatory scheduled attendance for 10 or more **consecutive** days will be dropped from Career Path High enrollment unless the students' parents have contacted the Campus Director regarding the student's habitual absence and satisfactory arrangements with the Campus Director have been made.