

**QUEST ACADEMY
POLICY: TRUANCY INTERVENTION**

PURPOSE

The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance and school attendance is the responsibility of a parent or legal guardian. Therefore, schools shall make every effort to encourage regular attendance for all students and to help parents in their responsibility to have their children attend school.

POLICY

▪ **Truancy Intervention Programs**

The Quest Academy Truancy Intervention Program has been established to encourage good attendance and to facilitate the processing of chronically truant students through the juvenile court consistent with Utah State laws. Those efforts shall include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- **Procedures Dealing with the Designation of Habitual Truant Status.**
 - A. Prior to or no later than school registration, the parent(s) of all students in grades 1-12, as applicable, shall be provided written notice from Quest Academy informing them of Compulsory Education attendance laws and encouraging parental cooperation.
 - A student registering in Quest Academy during the school year shall be provided written notice explaining Quest Academy's compulsory education policy.
 - B. Following two unexcused absences in a six week period, the individual designated by Quest Academy shall counsel the parent(s)/student as to the importance of school attendance and the legal implications of truancy.
 - C. Following four additional unexcused or six excused absences in a subsequent six week period, the individual designated by Quest shall contact the parent(s) and arrange for a meeting at the school or elsewhere to discuss the student's attendance problem.
 - D. Following the seventh unexcused absence within a total 12 week period, a certified letter shall be sent from Quest requesting again the support of the parent(s) in resolving the attendance problems and outlining the requirements of Section 53A-11-103.

E. Quest shall continue to monitor school attendance following the first truancy citation. If appropriate, the student's curriculum or schedule may be adjusted.

F. If there is an eighth unexcused absence within a total 14 week period, a second truancy citation shall be issued. Following the second truancy citation, prior to referral to court, in a final attempt to prevent habitual truancy, Quest shall schedule a pre-court hearing meeting with the second truancy citation for the parent and student. At the meeting, Quest personnel shall present final alternatives to court referral.

G. Following the ninth unexcused absence, a third truancy citation shall be issued and the parent/student shall be notified that the student is a habitual truant. Referral to the County Attorney or Juvenile Court consistent with Section 53A-11-104(6) shall be made by the individual designated by Quest.

H. Quest may work with appropriate courts and personnel to develop procedures to track students and encourage school attendance.

I. If students with disabilities under the Individuals with Disabilities Education Act (IDEA) or students protected under Section 504/ADA of the Rehabilitation Act have excessive absences and fall within the criteria of this rule, the student's IEP team (IDEA) or school team (Section 504) shall ensure that the procedures of this rule apply consistent with state and federal law and regulations.

J. The parent shall have the right to appeal a truancy citation consistent with Quest policy and time limits established by Quest policy and legal due process.

Documentation and Variances.

A. When a student is referred by Quest to court as a habitual truant based on the foregoing procedures, Quest shall make a recommended disposition to the court which shall include:

- (1) documentation of attendance and academic achievement;
- (2) documentation of Quest's efforts to improve attendance;
- (3) copies of truancy citations, including all mailing certificates; and
- (4) student background as requested by the prosecuting agency.

B. Copies of truancy citations shall be retained in the student's permanent record.

Truancy Citations

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a truancy citation which requires:

- Consultation with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods other than assessing fees for resolving the attendance problems.
- Notification of the student and a parent/ guardian of the truancy fee schedule and action by the school should the student be truant in the future.
- Copies of truancy citations shall be retained in the student's permanent record.
- If a student enters or leaves the school, truancy citations issued may follow the student at the discretion of the receiving school.
- Truancy citation fees are not subject to fee waivers provisions because truancy citations are similar to repayment for destruction of school property. The school shall provide reasonable and specific options in lieu of payment for truancy citations.
- The parent shall have the right to appeal a truancy citation in writing to the principal within ten (10) days of being issued.
- Truancy Citation Uniform Fee Schedule

Level	Citation	Maximum Assessment Permitted
1	First	Warning
2	Second	\$10.00
3	Third	15.00
4	Fourth	20.00
5	Fifth or more	25.00

• **Minor Excused From School**

The Board may excuse a student from attendance if it has received sufficient evidence to support a finding by the Principal that the student is over the age of sixteen (16) and is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline. When a minor is excused from attendance by the Board, a certificate shall be issued by the Principal or Director of Student Services stating that the minor is excused from school attendance for the period specified on the certificate.

▪ **Policy Dissemination and Review**

- A summary of this policy shall be posted in a prominent place in the school. A summary of the policy shall also be published in student registration materials, student employee handbooks, and other

appropriate school publications as directed by the Quest Academy Board of Directors.

- This policy will be reviewed on an as needed basis.

REFERENCES

Utah Code Ann. §53A-11-101 to 105 - Compulsory Education Requirements
Utah Code Ann. §§53A-11-901 to 907 - School Discipline and Conduct Plans
Utah Administrative Rules R277-607 - Truancy Prevention

DEFINITIONS

"Absence" means a student's nonattendance at school for one school day or part of one school day.

"Certified mail" means notification sent through the U.S. Post Office, that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted.

"Excused absence" means a student's absence from school for a reason identified by the school or district as reasonable, such as: illness; medical appointments; family emergencies; death of family member or close friend; family activity or travel, consistent with district/school policy

"Habitual truant" means a school-aged minor who has received more than two truancy citations within one school year from the school in which the minor is or should be enrolled and eight absences without a legitimate or valid excuse or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problem as required under Section 53A-11-103, refuses to regularly attend school or any scheduled period of the school day.

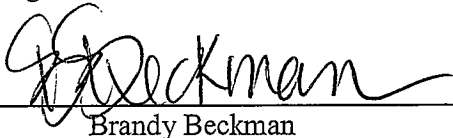
"Truant minor" is any school-age minor who is subject to the state's compulsory education law and who is absent from school without a legitimate or valid excuse.

"Unexcused absence" means a student's absence from school for reasons other than those authorized under this or an individual school's attendance policy. A **"verified absence"** is not excused unless it fits with the school/district's definition of excused absence.

Document History

Adopted: February, 2008

Signature of Board President:



Brandy Beckman

4/10/08

Date