

T H E  
  
A C A D E M Y  
P O L I C Y

**Pupil Accounting**

**Rule: R277-419**

**Law: Section 53A-11-101**

***Policy:***

The Ranches Academy complies and follows all federal and state laws regarding attendance, compulsory attendance, and truancy.

***Procedure:***

1. Only the following are considered excused absences:

- Personal illness
- Death in the family
- Observance of a recognized religious holiday

Other absences from school are considered unexcused. The school director has the right to determine what constitutes an unexcused absence.

2. Please minimize doctor and other appointments during class hours unless there is an emergency.

3. Parent(s) or guardian must report all students' absences to the office. If the parent has made no communication, the student must report to the office on the day following an absence with a written note from:

- a. parent/guardian and/or
- b. doctor

The note must contain the following:

- a. Student's full name and grade
- b. Date(s) of the absence(s)
- c. Reason for the absence(s)
- d. Signature of the parent/guardian or doctor

4. Students are considered truant unless the absence is cleared through the office within 5 business days of returning to classes regardless of circumstances. The teacher will refer excessive absences to the director for review and parental contact.

5. All absences not cleared, are counted as unexcused. If a student misses a large number of days, the child may be considered truant, and his/her records may be sent to local authorities.

6. Students who become ill during the school day are to report to the office. The office will keep a log of all students who report for medical attention.
7. If a student needs to leave early or arrives late to school, the student and parent/guardian or a person designated by the parent, must report to the office and the parent/guardian or the person designated by the parent must sign the student in or out. Only those listed on the registration form under emergency contacts will be allowed to pick-up a student.
8. A written request must be presented to the director and teacher at least one week prior to a leave of absence. Such advance requests will allow the student to obtain assignments.

Approved: May 4, 2009