

Attendance and Tardy Protocol

University Academy expects that all students will attend school regularly and make punctuality a priority. Parents/legal guardians should call the school if the student must be absent. Excessive absences may result in loss of academic credit, retention, formal warning from Court, referral to Children's Division and/or possible withdrawal from University Academy. University Academy will consider truant any student who is absent without parental notification. In the event of a period of absence of three (3) or more consecutive days, students returning to school shall provide a written explanation from a health care provider. If parents/legal guardians fail to call the school prior to the student being absent or the student fails to provide a written and signed explanation from a parent or legal guardian for an absence upon returning to school, the absences are considered unexcused and will be recorded as such. Any student that has five (5) consecutive days of unexcused absences will immediately be withdrawn from University Academy and placed on a waiting list. Additionally, all students, excluding seniors, must have a 95% average daily attendance rate for consideration of promotion to the next grade. Students in 12th grade must have a 96% average daily attendance rate in order to graduate from University Academy.

Parents/Guardians should follow these guidelines with regard to attendance:

- Notify the school between 7:00 and 7:15 a.m. the morning of the absence via voice message, text, or email. Sending a voice message, text, or email, does not imply or excuse the absence. NOTE: If you have children in several schools, you will need to call each number to report each child's absence.

Student Attendance Voicemail Lines:
Elementary School (K-5th): 412-5905
Middle School (6th-8th): 412-5904
Upper School (9th-12th): 412-5903

Student Attendance Emails:
Elementary School (K-5th): LowerAttend@universityacademy.org
Middle School (6th-8th): MiddleAttend@universityacademy.org
Upper School (9th-12th): UpperAttend@universityacademy.org

- Provide a written note giving the student's name, date, and reason for absence when the student returns, if the parent has not notified the school; and
- Please schedule doctor, dental, and other appointments outside of school hours to ensure your child's regular attendance. For your convenience, University Academy houses the Children's Mercy Wellness Center and the UMKC Dental Clinic on-site.

The following procedures will be used to implement University Academy's attendance policy.

Definitions:

Excused absence and tardy – An absence from class resulting from an illness or other health related concern, or other unforeseen circumstances that are verified by a parent/guardian with proper documentation. With documentation, the school will consider the following excused absences/tardies/departures:

- Illness and/or hospitalization, parent/guardian verified
- Medically documented illness (documentation from doctor required after 3 consecutive days of absence or 10 or more total days of absence)
- Documented dental, mental health, or medical appointment
- Religious observance
- School-related activities in which the student is participating
- Death of immediate family member (mother, father, sibling, grandparent)
- College visit, preapproved (pertaining only to Upper School students)
- Mandatory court date
- Other circumstances with prior approval of administrator

Unexcused absence/tardy – An absence from class that does not meet the requirements of an excused absence regardless of notification from parent. Students in these circumstances may be considered truant even if parent is aware of the absence. The following will be considered unexcused absences/tardies:

- Oversleeping
- Missing the bus
- No ride to school
- Personal business
- Needed at home
- School-related activities in which the student is NOT participating
- Car trouble

Family Vacations – UA strongly discourages parents from scheduling vacations during school days. However, when children must be absent due to a family vacation or trip, a letter of request must be written in advance to the principal to obtain an excused absence from school. A written response will be given to the parent with a recommendation as to whether the student can afford the loss of instructional time, as well as the conditions required to make up the work.

Attendance – A student is in attendance if he/she is physically present in class, participating in a school-related activity, receiving homebound services, or receiving services at another location pursuant to law or by arrangement of University Academy.

Communication to Parents and Students

Parents/guardians will receive official notification of attendance at the 6, 12, 15, and 18 week mark in each semester. The purpose of this notice is to inform parents of their child's attendance as it relates to the expectation of 95% attendance. This rate of attendance is figured by using daily attendance, late arrivals, and early departures.

If your child's attendance drops below 95% or your child has accumulated 7 or more late arrivals and/or early departures, residency may be reviewed and parents may be expected to meet with the Student Attendance Review Team (SART). Student will be placed on suspension if parent fails to schedule and attend SART meeting.

*Referrals to local prosecutor may also occur due to accumulated tardies to different class periods (for middle and upper).

Nothing in this policy prohibits an IEP or 504 team, from providing accommodations pertaining to attendance and tardies, to a student with a disability in accordance with state and federal law.

Middle and Upper School Periods 2-7 Tardy Policy:

# of Tardies Accumulated	Teacher Action	Consequence
1-3	Teacher issues a warning	Student remains in class
4	Student is written up	2 hours in Recovery Room
5-8	Student is written up	4 hours in Recovery Room
9-12	Student is written up	1 full day of Recovery Room
12 or more	PowerSchool List (AP)	1 Full day of Out-of-School Suspension

All excessive tardies (13 or more) will result in a letter being sent home, parent conferences with the Principal, detention, Saturday School assignments, Citation from KCPD, and/or a District-level hearing.

Truancy and Educational Neglect Policy

University Academy believes that students’ regular, full-time attendance at school is important to academic success. The Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, University Academy will investigate and take such action as circumstances dictate.

Excessive absences are a violation of the Compulsory School Attendance Ordinance (Sec. 50-243). Parents/guardians with students that have excessive absences may be issued a citation from the Kansas City Police Department requiring their appearance in court.

Section 210.115 R.S.Mo. mandates reporting to the Children’s Division when there is reasonable cause to suspect that a student’s nonattendance is due to the educational neglect of the parent/guardian.

Any University Academy employee who knows, or has reasonable cause to suspect, that a student is being subjected to home conditions or circumstances which would reasonably result in truancy shall immediately make a report to the Children’s Division.