

PROMONTORY

school of expeditionary learning

ATTENDANCE POLICY

Purpose:

Promontory School of Expeditionary Learning is committed to providing a quality education for every student. Our school firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction and prove disruptive for students, teachers, and staff. At Promontory, every hour is filled with learning activities and concepts. In order to truly benefit from these learning experiences, continuous, prompt attendance at school is necessary.

Parent & School Responsibilities:

At Promontory, we believe attendance is a shared effort. When students are present and engaged, learning is stronger and more meaningful.

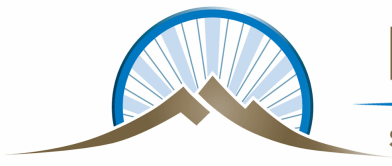
Parents are expected to take a proactive role in ensuring their children attend school whether that be physically present in class or engaging in fieldwork. We recommend that families plan their vacation schedule around the existing school calendar. When possible, medical and dental appointments should take place outside of school hours, and parents should notify the school in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period in which the student is absent.

Promontory is committed to supporting students when they return from an absence, communicating clearly with families, and building a positive school culture that students want to be part of.

Promontory will comply with applicable state and federal laws regarding attendance. Promontory will seek to accurately monitor and record attendance information, annually review attendance data, and consider revisions to the attendance policy and procedures to encourage student attendance. In accordance with state law, school will be held at Promontory School 180 days a year whether that be held at the physical location or by engaging in fieldwork.

Additionally, Promontory intends for this policy to be consistent with Utah Code R277-419 regarding Pupil Accounting and Continuing Enrollment Measurements. Promontory will seek to accurately monitor and record attendance information, document each student's continued enrollment status at least once every ten consecutive school days, annually review attendance

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data, and consider revisions to the attendance policy and procedures to encourage student attendance.

The School Director will develop and maintain attendance procedures that align with this policy and all applicable laws. These procedures will be made available to parents and will include interventions for chronic absenteeism, as well as procedures for truancy (including leaving or hiding on campus).

Absences:

Parents/guardians must notify the front office to excuse a student's absence. Notifications should be made within 24 hours of the absence by calling the front office.

Excused absences include:

- Illness
- Hospitalization
- Home and Hospital services
- Mental or behavioral health
- Death of a family member
- An approved school activity
- An absence permitted by an IEP or Section 504 accommodation
- Competition in a rodeo sanctioned by an international, non-profit organization
- Any pending court investigation or action
- A prior-approved education leave

Students arriving late must check in at the front office. Early departures require parent check-out through the front office.

Fieldwork Attendance

Fieldwork is a central component of our Expeditionary Learning model. Fieldwork experiences are not optional extensions of classroom learning; they are part of the required instructional days outlined in Utah Code R277-419. Students are expected to attend and participate fully in fieldwork as part of their continued enrollment at Promontory.

Because fieldwork is instructional time, an absence during fieldwork will be recorded as an unexcused absence, unless it meets the criteria for an excused absence as defined in this policy.

Parents/guardians are expected to support fieldwork attendance by:

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- Planning vacations, appointments, and other activities around the published school calendar and fieldwork dates.
- Communicating promptly with the school if an emergency or excused reason prevents attendance.
- Helping students complete any missed assignments in the case of an absence from fieldwork, as per the Adventure Fieldwork Agreement.

Fieldwork is a unique and essential learning experience that cannot be fully replicated through make-up work. For this reason, absences should be rare and only for approved, excused reasons. Families who anticipate challenges with fieldwork attendance should contact the teacher in advance to discuss possible supports or accommodations.

Notices of Compulsory Education:

After five (5) consecutive days of unexcused absences, the school may send a written Notice of Compulsory Education. In accordance with Utah Administrative Rule R277-419-5, a student must be withdrawn after ten (10) consecutive days of unexcused absences. The school shall send a certified letter notifying the parents of the pending withdrawal and provide adequate time for a response before withdrawing the student from school, PRIOR to the actual withdrawal. Excused absences do not fall under this rule and, therefore, do not require withdrawal.

Appeals Process:

Promontory School of Expeditionary Learning is committed to ensuring all attendance-related decisions are fair, consistent, and made in the best interest of students. We also recognize that families may occasionally have concerns or believe a decision was made in error. In such cases, parents/guardians have the right to request a review through the appeals process.

Parents/guardians may appeal decisions, including, but not limited to:

- Classification of absences as (un)excused
- Denial of excused absence requests
- Student withdrawal due to excessive unexcused absences
- Attendance interventions or consequences imposed by the school

Appeals must be submitted in writing to the school director within five (5) school days of receiving notification of the attendance-related decision, and must include:

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- The student's full name and date of birth
- The date(s) of the attendance decision being appealed
- The reason for the appeal, along with any supporting information or documentation

Upon receipt of the appeal, the School Director or their designee will review relevant attendance records, consult with appropriate staff, and consider any supporting documentation provided. A written response to the appeal will be issued within ten (10) business days.

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