POLICIES AND PROCEDURES
Policy: 5S-502 Pupil Accounting

Index: Student Services- *Enrollment and Registration*	Monitoring: As Needed

1. **PURPOSE**

1.1 To specify Spectrum Academy's (School) procedures for complying with the Utah State Board of Education's (USBE) pupil accounting and attendance requirements.

2. **PUPIL ACCOUNTING & ATTENDANCE INFORMATION**

2.1 The executive directors are responsible for all student accounting for the School and for the preparation and/or approval of all reports to the Utah State Board of Education that include enrollment and attendance information.

2.2 Minimum School Days
The School shall provide educational services over a minimum of 180 school days each school year to qualify for full minimum funding unless it receives a variance through the USBE.

2.3 Variances from Standard School Year

2.3.1   The Spectrum Academy Board of Directors (Board) may allocate up to four (4) school days for teacher preparation time or teacher professional development subject to the approval of two-thirds of the Board members.

2.3.2   Schools may conduct student conferences and Plan for College and Career Readiness conferences during the school day for up to three (3) school days, in accordance with the Board approved School calendar.

2.3.3   The School may designate instructional days for the assessment of students entering or completing kindergarten in accordance with Utah Administrative Code R277-419-5(6).

2.3.4   The Board shall provide adequate contingency school days and hours in the School's yearly calendar to avoid the necessity of requesting a waiver except in the most extreme circumstances.

2.3.5   Total instructional time and school calendars shall be approved by the Board in an open meeting.

2.3.6   The School may seek a waiver directly from the State Superintendent from the 180 day requirement for a school closure due to snow, inclement weather, or other emergency as described in Utah Administrative Code R277-121-5.

2.4 Student Membership Eligibility

2.4.1   A student is a member of a class or school from the date of entrance at the school and is placed on the current roll until official removal from the class or school due to the student having left the school. Removal from the roll does not mean that the school should delete the student's record, only that the student should no longer be counted in membership.

2.4.2   In order to generate membership for funding through the Minimum School Program (MSP) on any school day, the School shall ensure that a student being

counted in membership:

2.4.2.1 has not previously earned a basic high school diploma or certificate of completion;

2.4.2.2 has not been enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-2;

2.4.2.3 does not have unexcused absences during all of the prior ten (10) consecutive school days;

2.4.2.4 is a resident of Utah as defined in Utah Code Ann. 53G-6-302;

2.4.2.5 is of qualifying school age or a retained senior;

2.4.2.6 is expected to attend a regular learning facility operated or recognized by the District on each regularly scheduled school day, if enrolled in an attendance validated program;

2.4.2.7 has direct instructional contact with a licensed educator by the District at the student's place of residence or convalescence for a least 120 minutes each week during an expected period of absence, if physically excused from a District facility for an extended period of time, due to:

    2.4.2.7.1 injury;

    2.4.2.7.2 illness;

    2.4.2.7.3 surgery;

    2.4.2.7.4 suspension;

    2.4.2.7.5 pregnancy;

    2.4.2.7.6 pending court investigation or action; or

    2.4.2.7.7 the School determines that home instruction is necessary.

    2.4.2.7.8 Students may generate MSP funding by participation in an approved CTE course(s) on the campus of another state funded institution where such a course is not offered at the student's school of membership, course is being used to meet CTE graduation requirements, and course(s) is consistent with the student's Plan for College and Career Readiness.

    2.4.2.7.9 Students may generate MSP funding by participation in a School- sponsored or School-supported learner validated education program that is consistent with the student's Plan for College and Career Readiness, has been approved by the student's counselor, and includes regular instruction or facilitation by a designated employee of the School.

    2.4.2.7.10 A student may also be counted in membership for the equivalent in hours:

        Up to one period each school day, if the student has been:

        (1) released by school upon parent's request during the school day for religious instruction or individual learning activity consistent with the student's Plan for College and Career Readiness; or

        Up to all periods each school day if the student is enrolled in:

        (2) a concurrent enrollment program that satisfies all the criteria of Utah Administrative Code R277-713 and School policy;

        (3) a private school without religious affiliation under a contract initiated by the School to provide special education services which directs that the instruction be paid by public funds. Contracts shall

be approved by the Board in an open meeting;

    (4)   a foreign exchange student program under Utah Code Ann. §53G-6-707; or

    (5)   As otherwise designated in Utah Administrative Code R277-419- 6.

    2.4.7.11 An exception for school attendance may be made at the discretion of the Board or designee, in the length of the school day or year, for students with compelling circumstances. The time an excepted student is required to attend school shall be established by the student's IEP or Plan for College and Career Readiness.

2.5 Official Records

  2.5.1 To determine student membership, the administration at each school shall be responsible for reporting daily student attendance using the School's computerized attendance system. These records shall clearly and accurately show for each student the:

    2.5.1.1 entry date;

    2.5.1.2 exit date;

    2.5.1.3 exit or high school completion status;

    2.5.1.4 whether or not an absence was excused;

    2.5.1.5 disability status (resource or self-contained, if applicable);

    2.5.1.6 computerized or manually produced records for Career and Technical Education (CTE) programs shall be kept by teacher, class, and classification of instructional program (CIP) number. These records shall clearly and accurately show for each student in a CTE class the:

        2.5.1.6.1   entry date

        2.5.1.6.2   exit date; and

        2.5.1.6.3   excused or unexcused status of absence.

  2.5.2 A minimum of one attendance check shall be made by the school each school day.

  2.5.3 Due to school activities requiring schedule and program modification during the first days and last days of the school year:

    2.5.3.1 For the first five (5) school days a school may report aggregate days of membership equal to the number recorded for the second five-day period of the school year.

    2.5.3.2 For the last five-day period, a school may report aggregate days of membership equal to the number recorded for the immediately preceding five-day period.

    2.5.3.3 Schools shall continue instructional activities throughout required calendared instruction days.

2.6 Student Accounting Audits

  2.6.1 An independent auditor shall be employed by the School to annually audit student accounting records and report the findings to the Board and to the Finance and Statistics Section of the USBE.

  2.6.2 Reporting dates, forms, and procedures are found in the State of Utah Legal Compliance Audit Guide, provided by the USBE.

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2.7 Out of School Student Suspensions

 Suspensions are covered under School Policy 5S-100 Safe Schools Policy.

2.7.1 Upon direction of the principal, a student may be suspended from school for a period not to exceed ten (10) consecutive or non-consecutive days. In all cases of out of school student suspensions, procedures outlined in the Spectrum Academy Special Education, Safe Schools and Behavior Policies will be followed.

2.7.2 A suspended student shall not be counted in membership after ten (10) consecutive or non-consecutive days of suspension unless the school continues to provide the student educational services for at least 120 minutes each week during the suspension period.

DEFINITIONS

Attendance validated program means a program within and LEA that consists of eligible, enrolled public school students who physically attend school in a brick and mortar school.

Learner validated program means a program within an LEA that consists of eligible, enrolled public school student where the student receives instruction through a) an online learning program; b) a blended learning program; or c) a personalized, competency based learning program.

Minimum School Program (MSP)" means public school programs for kindergarten, elementary, and secondary schools described in UCA § 53F-2-102(7).

School Day" means a minimum of two (2) hours per day per session in kindergarten; and a minimum of four (4) hours per day in grades one through twelve. Each day that satisfies the minimum hourly instruction time shall count as a school day, regardless of the number or length of class periods or whether or not particular classes meet.

Plan for College and Career Readiness" is a developmentally organized intervention process that includes: a written plan, updated annually, for a secondary student's (grade 7-12) education and occupational preparation; all Board and local board graduation requirements; evidence of parent or guardian, student, and school representative involvement annually; attainment of approved workplace skill competencies, including job placement when appropriate; and identification of post-secondary goals and approved sequence of courses.

REFERENCES

Utah Code Ann. §53G-4-402(14) – Board rules and policies.
Utah Code Ann. §53F-2-102(4) – Minimum School Programs Definition
Utah Code Ann. Title 53G, Chapter 2, Part 2 – Compulsory Education
Utah Administrative Code R277-419 – Pupil Accounting.
Utah Code Ann. §75-5-103 – Delegation of power by parent or guardian.

RELEVANT LINKS

Home Release Form

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DOCUMENT HISTORY
Adopted: 1/18/23
Revised: