

Minimum School Days & Pupil Membership Reporting

Adopted: October 10, 2022

Revised:

Purpose

The Executive Director is responsible for all student accounting in the “School”, Career Academy of Utah’s pupil accounting and reporting. The Executive Director is responsible for the preparation or approval of all reports to the State Board of Education that include enrollment and attendance information.

Definition

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

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

Variances from Standard School Year

The 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. 4.2.2. Schools may conduct parent-teacher 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. 4.2.3. 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). 4.2.4. 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. 4.2.5. Total instructional time and school calendars shall be approved by the Board in an open meeting. 4.2.6. 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.

Student Membership Eligibility

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. 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:

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

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

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

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

[e] is of qualifying school age or a retained senior;

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

[g] has direct instructional contact with a licensed educator by the School for a least 120 minutes each week during an expected period of absence, if physically excused from School for an extended period of time, due to: (i) injury; (ii) illness; (iii) surgery; (iv) suspension; (v) pregnancy; (vi) pending court investigation or action; or (vii) the School determines that home instruction is necessary.

[h] A student may also be counted in membership for the equivalent in hours: (i) 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 (2) exempted from school attendance under state law for home schooling and participates in one or more extracurricular activities under Utah Administrative Code R277-438. (ii) Up to all periods each school day if the student is enrolled in: (1) a concurrent enrollment program that satisfies all the criteria of Utah Administrative Code R277-713. (2) a foreign exchange student program under Utah Code Ann. §53G-6-707; or (iii) As otherwise designated in Utah Administrative Code R277-419- 6.