

Please keep this page for your reference!

Treasure Mountain Junior High ~ Attendance Policy

Students are expected to be in school every day. ***There is a direct correlation between attendance and achievement in school.*** It is the responsibility of students to be in class daily, to be on time, and to be prepared to take full advantage of the education process that they are afforded. Parents/students are expected to utilize the ample vacation days scheduled throughout the school year for trips, as well as for doctor/dental appointments. In compliance with State U-PASS and Federal NCLB Guidelines, Park City School District expects all students to have a minimum of 93% attendance per grading period. **Contact the Attendance Office with questions or clarification.**

Steps To Follow When Absent:

- Phone excuses will NOT be accepted.
- **Submit a parent excuse note to the attendance office upon the student's return. Students have 3 school days to bring in a note.** The note must be handwritten by a parent and must include the student's full name and dates of absence.
- Doctors' medical excuses can be submitted within one week following absence, as long as a parent note was submitted within 3 days following the absence. Medical notes must be on official stationary, signed by a medical official, and must include the specific dates of absence.

Checking Students Out of School During the School Day:

Students can be checked-out of school by a parent/legal guardian or listed emergency contact ONLY. Students must be checked-out in person at the Attendance Office. Due to safety concerns, parents may not request to have a child waiting for them in front of the school. TMJH is a closed campus. For liability reasons, students may not leave campus during regular school hours unless checked-out by his/her parent or listed emergency contact. Students not checked out by an adult are considered truant and absences cannot be excused.

Attendance Rules:

- **All students are allowed 3 excused class period absences, per class, per quarter, with no penalty.** A period is a single class of approximately 90 minutes. It is the student's responsibility to make up work missed for an excused absence as per individual teacher or policy. **Upon the student's 4th absence, students may not be allowed to make up work.**
- Certain types of absences do NOT count against the 3 allowed class absences. See the next section for descriptions of these "excused" absences.
- Special requests for extended absences, 3 school days or more, should be submitted in writing to the Attendance Secretary at least 2 (two) weeks prior to the dates requested for a "Pre-Arranged Absence." See the TMJH Pre-Arranged Absence Policy.
- Absences for any reason during the first or last week of any quarter are strongly discouraged.
- Suspensions do not count against the student's 3 absences for the quarter.
- A student who misses 10 consecutive unexcused attendance days is automatically dropped from the rolls at TMJH, as per Utah State Code. Contact your guidance counselor with concerns.
- Students on Parent Release are held to the conditions outlined on the Parent Release Contract signed by the student and parent.

The following absences will NOT count against the 3 class absences:

- Confirmed medical illness. A doctor's medical excuse is required for any absence or chronic illness over 3 days. Doctors' medical excuses can be submitted within one week following the absence, as long as a parent note was submitted within 3 days of returning. Medical notes must be on official stationary, signed by a medical official, and must include the specific dates of absence.
- Death in the immediate family or grave family illness necessitating a student's absence. A medical note must accompany parent excuse for family illness.
- Counseling or office business requiring the student to miss or be late for class.
- School-related absences resulting from participation in sports/school-sponsored activities. It is the student's responsibility to contact the teacher of classes to be missed before leaving. It is the student's responsibility to have the work done on time.
- Contract Absences. Groups or individuals involved in, but not limited to, ski teams, modeling, competitive skating, rodeo, equestrian competition, etc., should set up an individual "Attendance Contract." See the TMJH Contract Absences Policy.

Tardy/Late Policy:

- Students are expected to be at school on time. When students are tardy (late for school), upon arrival, they must sign in at the attendance office. To excuse a tardy for 1st period, a parent must be present at the time of arrival to sign the student in. Students are allowed 3 tardies per quarter for *1st period only*. All other periods will be marked unexcused unless attendance office has verified.
- The first 15 minutes of any class missed will be counted as a tardy. **If the student is more than 15 minutes late to class, or leaves more than 15 minutes early, it will count as an absence and will count as one of the 3 absences allowed per quarter.**
- Students are expected to be in class on time. Students are allowed ample time to move between classes; they should not be late to class during the school day.

Pre-Arranged Absences:

Students who qualify may make special requests for extended absences of 3 (three) school days or more. Refer to the TMJH Pre-Arranged Absence Policy for specific details. The policy is available on the TMJH website, or from the Attendance Office.

Contract Absences:

Students who regularly participate in non-school-related athletic competitive activities may request to have an Attendance Contract. Refer to the TMJH Contract Absence Policy for specific details. The policy is available on the TMJH website, or from the Attendance Office.