

ATTENDANCE POLICIES

Students are expected to be punctual and prepared every day. There is a direct correlation between school attendance and achievement in school. **Absences for any reason during the first or last week of any quarter are strongly discouraged.**

The Federal No Child Left Behind Program mandates a 93% attendance rate. As such, parents/students are expected to fully utilize the ample vacation days scheduled through the school year for trips as well as for doctor and dental appointments.

Parents are encouraged to check daily attendance on Powerschool. <http://powerschool.pcschools.us/public>

Students will be permitted the equivalent of **3 block periods** of absence in each class for each quarter of the year. A block 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. After the third absence, no credit for work will be given for absences whether excused or unexcused.**

THE FOLLOWING ABSENCES WILL NOT COUNT AGAINST THE 3 BLOCK ABSENCES ALLOWED:

MEDICAL: A doctor's medical excuse is required for any absence or chronic illness over 3 days. The doctor's excuse must be submitted within one week following an absence as long as parent excuse is submitted within 3 days.

DEATH OR GRAVE ILLNESS OF AN IMMEDIATE FAMILY MEMBER.

ABSENCE FROM CLASS DUE TO COUNSELING OR OFFICE BUSINESS: Documentation must be provided by the counseling/or attendance office.

DOCUMENTED COLLEGE VISITS: or appropriate SEOP related visits that occur with the prior approval of the attendance secretary or administration. Written documentation from the admissions office of each college with date and time must be submitted to the attendance secretary.

PRE-ARRANGED ABSENCES: LIMIT ONE (1) PER YEAR Special requests for extended absences, 3 school days or more, should be submitted in writing to the Attendance Secretary at least 2 weeks prior to the dates requested for a "Prearranged Absence." See contract for additional information.

To **qualify** for a "Prearranged Absence" a student:

- Must have a minimum GPA of 2.0
- Has not exceeded the allowable (3) absences during the quarter in **any class**
- Must have a parent/guardian signature on the form
- Must return the form to the Attendance Office **Prior to Leaving**

SCHOOL RELATED ABSENCES: Participation in sports/school-sponsored activities.

Students who have accumulated more than 3 block absences in **any class** during any quarter will not be allowed an early dismissal from school.

Students with excessive absences (6 or more in any class) will be prohibited from participation in school social activities, dances, games, etc. Absences may be made up by arrangement with the Administration.

In order to participate in extra curricular activities (i.e. sports, field trips, dances, plays, etc.) **the student must be in class or study hall the two regularly scheduled periods before the practice or departure for the event.** This includes after school and weekend activities. An administrator must clear any exceptions in advance.

It is the student's responsibility to contact teachers of classes to be missed before leaving and to complete assignments on time.

CONTRACT ABSENCES: Groups or individuals involved in, but not limited to, ski teams, modeling, competitive skating, rodeo, equestrian competition, etc. must set up an individual “Attendance Contract”. Contracts may be obtained at the Attendance Office. **Subject to grade and attendance verification as explained in the contract.** See contract for additional information.

STEPS TO TAKE FOLLOWING AN ABSENCE

Bring a note from parent to the attendance office. **Students have three (3) school days to bring in a note.** A signed note may also be sent to the school via our fax machine: (435) 645-5659.

If a parent/guardian is out of town at the time of a student’s absence, the student should contact the attendance office so that adequate time can be given for an excused note to be provided upon the parent’s return. **If possible, parents should notify the school of a responsible party prior to leaving, in case of an emergency, or to write notes to excuse their student.**

CHECKING OUT STUDENTS DURING THE DAY

IF YOU NEED TO CHECK YOUR STUDENT OUT OF SCHOOL DURING THE SCHOOL DAY FOR A DOCTOR OR DENTIST APPOINTMENT, FUNERAL, ETC. **PLEASE SEND A NOTE THE MORNING OF THE CHECK OUT** WITH YOUR STUDENT TO TAKE TO THE ATTENDANCE OFFICE.

Your student will be given a GOLD “permit to leave school” pass. The student gives this pass to the teacher to be excused at the specified time. You can then meet your student at a specified location for pick up. IT IS NOT NECESSARY FOR PARENTS TO GO TO THE ATTENDANCE OFFICE TO SIGN STUDENT OUT IF THEY SEND A NOTE IN AHEAD OF TIME.

If you do not send a note ahead, we have to call the classroom and disturb the class. Sometimes we are unable to locate your student because they are in a PE class, dance class, computer lab, library, or even off campus. This causes you to be late for your appointment or event. **PLEASE BE CONSIDERATE AND PLAN AHEAD.**

OTHER SPECIFICS OF THE ATTENDANCE POLICY

*Students are expected to be in class on time. Students are subject to individual teacher tardy policy. A tardy to any class cannot be excused by a parent/guardian.

*If a student misses ½ (usually 45 minutes) or more of a class period they will be considered absent.

*If a student is more than 10 minutes late they must report to the Attendance office and receive a note back to class and will receive an L. Four L’s in any given term will equal one block absence. Any L’s beyond four will equate to the additional absences.

*For liability reasons, students may not leave campus during regular school hours, except at lunch, without a parent/guardian checking them out through the attendance office. Check out during the school day can be arranged ahead of time by a written note to the attendance office.

***If a student leaves school without checking out through the attendance office, they will be considered truant and subject to disciplinary action.** A note of excuse is required upon return to class unless the parent/guardian signs a school release form at the time of departure.

*A student who forges a parent note must meet with an administrator and complete community service (minor suspension policy – 1st time only.)

*Parents may not legally give permission to a minor to sign his/her name or write his/her own excuses.

*Legal aged students may not write their own excuses unless legally emancipated from a parent or guardian.

*A student who has 10 consecutive unexcused attendance days is automatically dropped from the rolls at Park City High School – as per Utah State Code.

ILLNESS DURING THE SCHOOL DAY

A student who becomes ill during the school day will report to the main or attendance office for permission to call home. Parent/guardian is requested to provide transportation to the doctor or to the home as soon as possible. In case of an emergency, proper authorities and the parent/guardian will be notified. **Under no circumstances may a student leave school without permission from the attendance office.**

LEAVING SCHOOL WITHOUT PERMISSION

Under no circumstances may a student leave campus during regular school hours without checking through the attendance office. However, a student may leave campus at lunch without checking through the office. **At all times when a parent/guardian checks a student out of school, a written note is necessary upon the return of the student.** Failure to check out will result in referral for truancy.

REQUEST FOR HOMEWORK

We encourage parents/students to e-mail or phone teachers directly for assignments and make-up work. Requests for homework may only be made through the counseling office if the student is absent three or more class days and has a medical excuse. Please wait 24 hrs before picking up the work from the main office. It is best to call as early in the day as possible to request this information.