
ATTENDANCE POLICIES

ATTENTION ALL PARENTS/CAREGIVERS AND STUDENTS

Park City High School recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement.

- All students are expected to be in class and be on-time.
- Frequent absences and or tardiness of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefits of classroom instruction, once lost, cannot be entirely regained.
- State law reflects the importance of regular attendance by establishing compulsory school attendance in Utah Code 53A-11 101-103 (Habitual Truancy)

The Role of the Student:

- Be on time and attend all classes, with required course materials and assignments.
- Follow proper check-in / check-out procedures.
- Get a tardy slip when arriving late to school.
- Obtain assignment from the teacher due to absences.

The Role of the Teacher:

- Keep an accurate roll of all absences and tardies.
- Emphasize the importance of class time by beginning class promptly and providing meaningful instruction bell to bell.
- Incorporate attendance and tardiness into the structure of the grading policy.
- Discuss attendance issues with students and parents / guardians as they arise and inform the school administration if attendance does not improve.
- Require students to use a “Hall Pass” when sent from class.
- Limit the use of “Hall Passes” during the first 10 minutes and last 10 minutes of class.
- Teachers/Coaches/Advisors are responsible for notifying the Attendance Office and teachers 48-hours in advance of any school sanctioned absence.

The Role of the Parent / Guardian:

- Encourage regular attendance at school.
- Regularly check PowerSchool and keep personal contact information current

with the school (<http://powerschool.peschools.us/public>)

- Avoid interruptions of the academic year as much as possible by planning medical appointments and vacations at times that will not require student to be out of school.
- Direct all student contact through the front office, avoiding cell phone contact during class.

The Role of the Administration:

- Maintain an earnest and persistent effort to improve student attendance.
- Identify students with attendance issues and work cooperatively with parents / guardians, school guidance counselors, and students to improve attendance.
- Enforce and uphold the Utah State Compulsory Education Law.

The Role of the Attendance Office:

- Keep administrators and parents / guardians informed of the attendance problems.
- Notify parents / guardians of excessive absenteeism by phone or mail.
- Review attendance daily and resolve discrepancies in student attendance records.

ATTENDANCE POLICY

1. Students will be permitted 3 parent excused absences per class per quarter. **A written note must be received in the attendance office within 3 school days to excuse any absences.** 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, teachers may choose whether credit for work will be given for absences excused or unexcused.***
2. ***Students who have accumulated more than 3 absences in any class during the current quarter will not be allowed an early dismissal from school to participate in athletic competitions or field trips.***
3. In order to participate in extracurricular 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 activities. **It is the student's responsibility to contact teachers of classes to be missed before leaving and to complete assignments on time.**
4. ***Students with excessive absences (6 or more in any class in each Quarter) will be prohibited from participation in school social activities, dances, athletic competitions, etc.***

5. Students are expected to be in class on time. A tardy (arriving to class within the first 10 minutes) to any class cannot be excused by a parent/guardian and is subject to individual teacher tardy policy. Students should report directly to class.
6. If a student arrives between 10 minutes and 45 minutes late, they must sign in at the office and will be marked "L" (Late). **After 3 "Lates" in a class each additional late arrival will be considered an unexcused absence. Lates can only be excused with a medical note.**
7. Students arriving more than 45 minutes late will be considered absent and will need a note to excuse the absence.
8. **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 or the student providing a note from the parent releasing them at the needed time.**

***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.

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

- **DOCUMENTED MEDICAL VISITS:** Notes excusing absences from doctors and/or dentists will not count toward the allowed absences; therefore when such visits are needed during school hours please request a note from your doctor. A doctor's note is required for any absence or chronic illness over 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--***Written documentation from the admissions office of each college with date and time must be submitted to the attendance secretary.* **Pamphlets/Brochures are not considered documentation.**
- **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
- Have 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 absences in any class during the current quarter will not be allowed an early dismissal from school to participate in athletic competitions or field trips. 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

Students have three (3) school days to bring in a note from a parent. A signed note may also be sent to the school via our fax machine: (435) 645-5659. Or via email to kesquivel@pcschools.us.

NOTE: *Please allow up to 48 hours, or two business days, to clear an absence.*

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. **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. **If a note is sent in with the student it is not necessary for a parent to come to the office and sign the student out.**

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

*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 while still residing in parent/guardian household.

*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.**

NOTE: Students with specific educational plans and/or accommodations may be exempt from some or all portions of this policy.