

The Park City Board of Education believes that school attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunity, a student must have consistent, punctual, daily attendance. Regular attendance and participation in class is essential for students to be successful. TMJH's attendance policy supports those of the Park City School Board as stated [here](#) and [here](#).

As a whole, students are encouraged and expected to attend all of their classes, every day, on time. Students are not allowed to leave campus during school hours unless checked out by an authorized adult.

### Attendance Exceptions

- Students are allowed **three (3) parent excused class period absences**, per class, per quarter
  - It is the student's responsibility to make up work missed for an excused absence as per individual teacher policy
  - A parent must excuse a student by sending an email to [tmjhattendance@pcschoools.us](mailto:tmjhattendance@pcschoools.us) *within three days* of returning to school
  - Three excused absences are the maximum amount of absences
- Certain types of absences do NOT count against a student's class absences
  - See "Excused Absences"

### Steps To Follow When Absent

- Excusal notes and emails are accepted *within three days* of returning
  - Email [tmjhattendance@pcschoools.us](mailto:tmjhattendance@pcschoools.us).
    - Include the student's full name, the date(s) of absence, and the reason for the absence
    - \*notes must be submitted by a parent

### Excused Absences

The following absences do NOT count against the three class absences:

- Medical Absences
  - If there are ongoing medical issues, please contact the school nurse
- Death in the Immediate Family or Grave Family Illness
  - A medical note must accompany a parent's excuse for family illness
- Religious Holidays
  - Can be excused with a parent note, please name the holiday
- Counseling or Office Business
  - Students are still responsible for making up any work missed
- Athletic and Activity Participation
  - Students should notify the teacher of classes prior to leaving
  - Missing work must be completed on time
  - Students must check out with the attendance office before leaving

## **Pre-Arranged (Contract) and Extended Absences**

The process to obtain permission for a known, prolonged absence starts with the attendance office at least one week prior to the absence

### Pre-Arranged (Contract) Absences (4-9 days)

- Student notifies attendance office
- Attendance office gives a “Pre-Arranged Absence Request” contract
- Student follows procedure on the contract
  - Verify their grades and work with each teacher signature
  - Student returns the form to the attendance office
- Students must keep up with their schoolwork while absent
  - \*There may be activities and assessments that can only be done in person during in-class activities; we do not guarantee this content can be received or mastered at a later date if missed initially. Grades may be negatively impacted by absences.

### Extended (10+ Days)

- Student reports absence to the attendance office.
- Attendance office gives an “Extended Absence Request” contract.
- Student follows procedures on the contract
  - Students are required to visit with counselors for support and to create an individual academic plan for success.
- \*NOTE: If the student has not made any contact with individual teachers during the extended absence, the student may be dropped from student enrollment

## **Excessive Absences**

- If a student is excessively absent, an administrator will notify parents to draw up a plan to improve attendance
  - These will be set off starting at four weeks with four absences and then progressing with one additional absence per week
    - These meetings and notifications will be progressive in nature according to the number of absences
- Ten Day Rule: By law, a student who misses ten (10) consecutive unexcused attendance days will be dropped from the school rolls. Contact your guidance counselor with concerns

## Checking Students Out During the School Day

- **TMJH is a closed campus**
  - Students may not leave campus during school hours unless checked out by an authorized adult.
  - Students are required to remain on campus during lunch
    - Students with B lunch at PCHS must remain at TMJH during lunch
  - Only authorized personnel/adults may be on campus
    - For this reason, students may not accept or solicit deliveries during the school day
      - This includes DoorDash, Uber Eats, etc.
      - Deliveries will be confiscated and kept in the office
- Students may only be signed-out by parents, emergency contacts, or authorized adults listed on the student's school record
- Students must be checked-out by calling the attendance office or physically in the office
  - Attendance Office: (435) 645-5640 option 1
- Students will report and attend class until called
- Students not checked out with the attendance office by an adult are considered truant and absences cannot be excused.

## Extra-Curricular Activities and Attendance

- In order to participate in extracurricular activities (i.e. sports, field trips, dances, plays, etc.) the student must be in class the two regularly scheduled periods before the event
- Students who have accumulated more than three 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
- 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.
- Students involved in school-related extracurricular activities, will be given a "school-related absence" for their participation
- Students who regularly participate in *non-school-related* athletic competitive activities may request to have a "Pre-Arranged Absence" contract. The request must be made *one week* prior to activity release

## TMJH Tardy Policy

- Students are expected to be at school and in class on time
- Students are allowed 5 minutes to move between classes; they should not be late to class during the school day
- When students are late for school, they must sign in at the attendance office. To excuse a tardy for the *first period of the day*, a parent *must call the Attendance Office* at the time of arrival to sign the student in. A parent may excuse three 1st period tardies per quarter. The first 10 minutes of class missed will be counted as tardy. After 10 minutes, the student will be marked absent
- If a student gets two or more tardies in one week, they will serve an in-school lunch detention
- Students with multiple first period tardies will be addressed on a case by case basis and parents will be contacted

## Parent Release

- **TMJH students who have Parent Release may NOT be on campus during the Parent Release periods.**
  - Students are welcome to be in the school 10 minutes before or after their scheduled classes and are expected to spend this time in the lobby