



Emery High School Attendance Policy

Excused Absence- An absence approved by both parent/guardian and school personnel. School approval can be given only if parents contact the school. Regardless of a student's age, a parent or guardian must excuse the student.

Student Checking Out of School- If a student is leaving the school for any reason, he/she must check out at the office. Under no circumstances may a student leave the school without permission from the office. Parents will have a 24 hour period to call and excuse their child from the previous day of school.

Parent Permission- Parents may excuse their students from school by informing the office prior to the absence. This will be an excused absence, and teachers must give the students a reasonable opportunity to make up work. When parents exceed the number of days they can excuse absences (according to district policy), the absences will be considered unexcused and lead to disciplinary action.

Doctors' Excuse— Excuse documents from medical personnel or medical facilities will be accepted and absences excused and not counted toward the total number of absences allowed each quarter. In lieu of a doctor/medical note, a parent/guardian may submit a written request to excuse their student but only prior to or the day of the absence but not after the absence.

Excessive Absence Policy (Emery School District Policy JEDB)- When a student is absent from school for six or more days, or portions of a school day (excused or unexcused) during one term, but not including school-excused absences, he/she will be subject to the following procedures/conditions:

1. On the third absence, the student's parents will be notified by mail or administrative phone call that their child has reached three of the six excessive absences that are allowed each quarter. **In addition, the student shall be charged a \$5 fee for each unexcused absence (\$15) OR they will be put on probation and given 3 hours of homework class.**
2. On the **fifth absence**, the student's parents will be notified by certified mail or administrative phone call of the problem and of a meeting to be held to discuss the problem. In the meeting, a review of the attendance will take place to determine whether there are extenuating circumstances that have contributed to the student's absences. If not, all future absences will be excused only by doctor's excuse, a school administrator, **or preapproved parent written request. In addition the student shall be charged a \$5 fee for each unexcused absence (Total of \$25) OR they will be put on probation and given 10 hours of homework class and be referred to Juvenile Justice Services.**
3. If absences beyond the sixth absence in any one term are not cleared according to the policy: **2017 Utah House Bill 239: Juvenile Justice Amendments. All criminal offenses committed by students enrolled in Emery District schools that occur on school property, or at school-sponsored activities off campus, that are not referable to juvenile court will be dealt with by the school administration in accordance with state law. Such criminal actions may result in fees, suspension, expulsion, participation sanctions, probation, restitution, school service hours, behavior modification programs/placement, and other consequences as deemed appropriate and necessary. Failure to comply with a school administrator's judgement on such criminal offenses will result in a referral to the appropriate intervention agency.**
4. **On the eighth absence the student's parents will be notified by certified mail or administrative phone call of the problem. The student will be referred to Juvenile Court OR be enrolled in an evidence based truancy program through the school or Juvenile Justice services. In addition the student will be assessed a \$5 fee for each unexcused absence. (Totaling \$40)**

Please note that two tardies after a student has already had four tardies in any class will result in one unexcused absence and be applied to this policy.

Tardies- Students are expected to be in class by the time the tardy bell rings. Students are given three tardies to take care of emergencies before it affects their grade. Parents may not excuse tardies at any time. On the third tardy, parents will be notified. On the fourth tardy, the student will receive a "U" in citizenship. Once a student

receives two U's, they will be placed on Citizenship Probation for that grading period. Any tardies after four will result in unexcused absences which will count toward the unexcused absence policy.

Note: All Emery High faculty will follow a similar attendance policy. Please make sure you and your student are aware of it. Contact teachers or administration if you have any questions..