

# Riverview Junior High School

## Attendance Policy

The Murray School District attendance policy (PS 401) defines a legitimate absence from school as:

1. Personal illness of pupil (Principal may require a note from a doctor.)
2. Serious illness or death of a member of the family.
3. Grave emergencies demanding the help of the pupil at home.
4. Unavoidable delays or failure of transportation.
5. Other circumstances that in the judgment of the principal constitute a justifiable absence from school and for which arrangements have been made with the principal in advance.

Absences for reasons other than those listed above will be considered as unexcused absences. When a student is absent under categories 1-4, a parent/guardian must notify the attendance office days at 801-264-7446 within 5 school to excuse the absence. No absence will be excused after 5 days. Absences that fall under category 5 (this would include vacations) must be pre-approved in order to have the absence excused.

Students are expected to come to school on time. If a student arrives on campus after 8:00 a.m. they must check in at the front office. Students are expected to have a written legitimate excuse for the late arrival. Each quarter, the attendance secretary will excuse a maximum of two legitimate late arrivals to school after which the school tardy policy will be enforced (see student handbook). Any time a student has a legitimate reason and excuse to leave school, they must check out through the front office prior to leaving campus. If a student comes back to school the same day as the check out, the student must check in at the attendance office. Students that leave school without following the check-out procedure will be issued a truancy citation; the student also will receive a U in citizenship.

The following are the attendance codes used at RJH:

- E:** Parent/guardian calls or writes a note to excuse an absence/tardy that falls under categories 1-4 as listed above. Up to 7 combined total excusals (E and / or C) will be accepted per class per year. After 7 excused absences, a doctor's note will be required to excuse any additional absences (PS 436.1).
- C:** Parent/guardian calls or writes a note and checks a student in/out during a period for one of the reasons that fall under categories 1-4.
- N:** Doctor's note excusing a student for being late, absent or when a parent/guardian checks their student out to go to the doctor. There is no limit on the number of doctor's notes accepted per year.
- V:** Students is excused for a vacation, funeral. etc. Arrangements must be made with the school in advance for these absences to be excused.
- U/X:** Unexcused absence. An X denotes that the attendance office was able to notify the parents/guardian of the absence and a U denotes that the attendance office was unsuccessful in notifying parents/guardian of the absence. Students with excessive unexcused absences will be notified and counseled. If the problem persists, students will be referred to truancy court (PS 436.1).
- T:** Tardy. Students are allowed up to two tardies per class per term after which the school tardy policy will be implemented (see student handbook).