

Hillcrest Jr. High School

Attendance Policy



When a student is absent due to illness, vacation, etc., a parent/guardian must call the attendance office within 5 school days at 801-264-7408 to excuse the absence. No absences will be excused after 5 days.

Students are expected to come to school on time. If a student arrives on campus after 7:55 a.m., they must check in at the attendance office. Students are expected to have a written legitimate excuse (sleeping in is not a legitimate excuse). Any time a student has a legitimate reason and excuse to leave school, they **MUST** check out through the attendance 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 and receive a U in citizenship.

The following are the attendance codes used at HJH:

- E**: Parent/Guardian calls or writes a note to excuse an absence/tardy because a student is sick. Up to seven (7) combined total excusals (E and /or C) will be accepted per class/per term. After 7, the absence/tardy will be unexcused and the student will receive a U in citizenship in that class.
- C**: Parent/Guardian calls or writes a note and checks a student in/out during a period because they are sick. (Example: if a student checks into school during 3rd period, there will be an E in 1st and 2nd period and a C in 3rd.) Up to seven (7) combined total excusals (E and /or C) will be accepted per class/per term. After 7, the check in/out and subsequent periods will be unexcused and the student will receive a U in citizenship in that class.
- N**: Doctors note excusing a student for either 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 doctors notes accepted per class/per term.
- V**: Student is excused for a funeral, vacation, etc. – something other than being sick. Up to five (5) excusal days will be accepted per class/per term. After 5, the absence will be unexcused and the student will receive a U in citizenship in that that class.
- X**: Unexcused absence. Students are allowed up to three (3) combined total unexcused absences per class/per term. After 3, the student will receive a U in citizenship in that class.
- T**: Tardy. Students are allowed up to two (2) tardies. For each additional tardy, citizenship will be impacted.

(If you do not have online access to your student's grades, attendance and citizenship, please contact the HJH front office at 801-264-7442 to set one up.)