

## SPANISH FORK HIGH SCHOOL CITIZENSHIP/ATTENDANCE POLICY & PROCEDURES FOR 2020-2021

**\*Important Attendance Amendment\*:** Due to the COVID-19 Pandemic, SFHS will postpone all disciplinary actions associated with the attendance policy below. This will be reviewed each term as we continue navigating through these unprecedented times. Administration will work with students and parents on a case-by-case basis with attendance needs or concerns. Attendance is still an important part of the education process, but we are doing our best to be sensitive to the health guidelines and restrictions we have in place. This amendment will better accommodate our students who need to miss class for quarantine, isolation, or other preventative health measures.

### **Philosophy of the SFHS Citizenship/Attendance Guidelines**

Attendance and Citizenship is a significant factor affecting student achievement in school. We require both academic and citizenship credit in each course in order to graduate from SFHS. (See Nebo School District Policy IKF 8.1) Opportunities for success during and beyond school are also directly affected by a student's attitude toward attendance, behavior, and performance in high school. In order to afford students the opportunity to be academically successful and responsible citizens, SFHS expects students to be in class, prepared, be on time, and be responsible for their behavior each day.

The objectives of the Spanish Fork High School Citizenship Policy are to:

1. Provide students with successful learning experiences in each class;
2. Teach responsible behavior by encouraging students to be accountable for their attendance, behavior, and citizenship;
3. Support parent efforts in promotion of student attendance and citizenship;
4. Provide a safe, effective, and uninterrupted learning environment for each student;
5. Prepare students for employment experiences throughout life.

SFHS supports state and district attendance policies which call for fairness and provide flexibility and accountability on the part of students, parents, and the school. SFHS believes school attendance/citizenship is a student-parent-school responsibility which involves all three entities in order to resolve concerns prior to referring attendance problems to the district or juvenile court systems. High attendance and behavior expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance or behavior problems (as defined by school, district, and state policy) will be subject to actions that could result in having citizenship credit(s) withheld until school make up procedures reinstate the citizenship credit to their high school transcript.

Example: If a student passed a class academically with at least a D- grade, but did not earn citizenship credit for that class, the citizenship grade on the transcript and report card will be marked NC until the citizenship credit is completed. Please be aware that the citizenship grade is required for graduation.

**In order to graduate from SFHS, a student must acquire academic and citizenship credit in each academic class in which they enroll.** Students will not earn citizenship credit if they earn an F in a class academically.

## **Citizenship credit**

Teachers may reward citizenship points (maximum of 50 points per term). Teachers may also remove citizenship points based on behavior and involvement in the student's personal classroom experience.

Teachers may remove points for and not excluding the following:

1. Obvious disrespect for school authority or staff members
2. Direct and willful disobedience of class rules and policies
3. Use of cell phones or unapproved electronic devices during class time

Teachers may give points to students for and not excluding the following:

1. Positive participation in class
2. Service to other students
3. Any other noteworthy deed by students
4. Marked improvement in behavior in class

Citizenship/Attendance credit will be awarded based upon the following scale:

- 101 or above citizenship points: (H) in citizenship.
- 45-100 pts citizenship points: Satisfactory (S) in citizenship.
- 44 pts or below citizenship points: NC (No Credit) in Citizenship.

Each student is awarded 100 citizenship points at the beginning of each term for each class. To earn credit in Citizenship, a student must keep or acquire at least 45 citizenship points per class. Attendance requirements are based upon the following scale:

## **Attendance Point scale**

Unexcused Absence (U)	(Minus) -60 points
Sluff (S)	(Minus) -60 points
Late Tardy (L)	(Minus) -25 points
Missed Intervention (F)	(Minus) -25 points
Tardy (T)	(Minus) -15 points
Excused absence (E)	(Minus) -10 points

## **Regaining lost points scale:**

Making up a tardy	15 minutes make-up (+15 pts)
Making up a Late tardy,	30 minutes (+25 pts)
Making up missed intervention	30 minutes (+25 pts)
Making up an Excused abs	30 minutes (+10 pts) not to exceed 4 hrs per day
Making up an Unexcused abs	1 hour (+60 pts) not to exceed 6 hrs per day
Making up a Sluff	1.5 hours (+60 pts)

## **Eligibility for Field Trips, Extra-Curricular/Co-Curricular activities**

\*\*\*\* In order to participate on any extra-curricular/co-curricular activity, including field trips, the student cannot be earning an NC in Citizenship at the time of the activity. \*\*\*\*

## **Absences**

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected as a result. If a student is truant, the student may forfeit the right to earn credit on any assignments, tests, or quizzes on or due the day of the truancy.

**Excused Absences**—A parent calls in or sends a note to verify that the parent is aware, and wants to excuse an absence. Parents must do this within 5 school days.

**Unexcused Absences**--. A student has missed class without parent awareness. This is an unverified absence.

## **Tardies**

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process.

**Tardy**--A student is considered tardy if he or she is not in the classroom when the tardy bell rings.

**Late Tardy**--A student who is more than 10 (ten) minutes late will be marked (Late Tardy). Entering the classroom later than half of the class period will be considered an absence.

## **CHECKING OUT OF SCHOOL**

Any student who leaves school during the school day is required to check-out at the attendance office. In order for the absence to be validly excused, the student must present a note from his/her parent or must contact his/her parent at that time in order to document the reason for the absence. If the student does not check-out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the check-out at the time, pending parental confirmation by telephone or note. When a student checks-out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check-in at the attendance office.

### Vacation Leave

Students are allowed to miss up to 10 school days per year for pre-approved educational/vacation leave. Students wishing to exercise this privilege are expected to pick up a release form from the Attendance Office no less than two full days prior to the first day requested. The student must miss at least 3 (three) consecutive days to be able to take advantage of this leave. Pre-approved papers can be picked up in the attendance office. They must be signed by teachers, parent, and an administrator before the leave.

### Medical Emergency

If a student misses school because of a major medical emergency such as a surgery, under immediate doctor's care etc... the parent may exercise the right to visit with an administrator in an effort to excuse the absence. In so doing, if the administrator agrees that such absences fit under a medical emergency, and the parent is in possession of a legitimate doctors note (for a specific time only), these absences will not negatively affect a student's citizenship. They will however, be responsible for missed work during the time of the absence.

### Citizenship and Attendance Appeals Process

Any appeals concerning citizenship or attendance must be submitted to the administrator assigned to that student (by alphabet) no later than one week prior to the last day of a term. Appeals should come with appropriate documentation.

If your students' last name begins with **A-G**, please contact **Mr. Andersen**

If your students' last name begins with **H-N**, please contact **Mr. Spainhower**

If your students' last name begins with **O-Z**, please contact **Mrs. Ford**

### Citizenship/Attendance School

Once a student has received an NC (No Credit) in citizenship in any class, the student may make up time to have the NC removed before the end of the term. Please refer to the following table.

A student must attend one of the many options for the following amount of time in order to regain citizenship credit: one (1) hour per Excused Absence or Late Tardy per class, one half an hour (1/2) per tardy per class, and one and one half hour (1.5) per class for Unexcused Absences and 2 hours for Sluffs. If, after the end of each term, the student has not made up the required time in attendance/citizenship school and have earned an NC grade in citizenship, they may earn citizenship credit through the SFHS citizenship recovery program.

Attendance School starts at 6:30 a.m. in room 25 with the schedule set by the administration. Students are advised to arrive five minutes early as latecomers will not be allowed in. In order to attend Attendance School, a student must bring homework or a book to read or work on college applications/scholarships or ACT prep. Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal.

We encourage the student to work with the teacher **in the class in which they are in violation** to make up time with the teacher before or after school. This could allow the student to receive specific information that they missed in class because of excessive absences. Students can also make up time in the various classroom labs offered at lunch, before and after school. Students cannot make up attendance during the regular school day, except at lunch time. Students cannot make up attendance with a teacher other than the one in which they are deficient.

Counseling computer lab: A student can also go to detention/citizenship recovery in the counseling computer lab to work specifically on college preparation.

During any given term, there will be between 115 and 135 hours of make-up available. A student also has the right to serve academic time in Attendance School.

### **Checking on Student Attendance**

Student attendance and grades can be checked at home or work over the internet at the Nebo School District Web Site at [www.nebo.edu](http://www.nebo.edu). Go to the parent section, and click on "SIS Student/Parent". To access the information you will need the student's I.D. number and password. If you do not know your student's information, you may contact a Spanish Fork High School Administrator, Counselor, or the Attendance Office.

### **Excusing/Reporting Absences and Tardies**

Parents may excuse absences and tardies by sending a note, calling the attendance office at 801-798-4070 between 7:30 a.m. and 3:30 p.m. or by sending an email: [teri.hales@nebo.edu](mailto:teri.hales@nebo.edu). **A parent has five (5) school days to excuse an absence.** (The district policy only allows 2 school days). An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When calling to excuse an absence, please provide a phone number where a parent can be reached if necessary to verify information. Only 2 first and fourth period tardies may be excused per term.

When clearing an absence or tardy with a note, parents should include the date of the absence/tardy, the date and time (if student is checking in during or after first period) the note was written, specific class periods missed (if not for an entire day), and a phone number where a parent can be reached. **Fraudulent excusing of absences and/or tardies by students will result in school discipline.**

### **Making Up Citizenship Grades**

Students who have citizenship issues that are not cleared by the last day of a term, resulting in the issuing of an NC citizenship grade. Citizenship recovery runs 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> term and is available Tuesday/Thursday mornings from 6:30-7:30 a.m. in Room 26. On occasion other times for citizenship recovery will be announced throughout the school year. Upon completion of Citizenship recovery, the citizenship grade will be changed to an S.