

SPANISH FORK HIGH SCHOOL CITIZENSHIP/ATTENDANCE POLICY & PROCEDURES FOR 2013-2014

Philosophy of the SFHS Citizenship/Attendance Guidelines

Attendance and Citizenship is a significant factor affecting student achievement in school. 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, and 5) to 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 academic grade on the transcript and report card will be marked NG until the citizenship credit is completed. Please be aware that the academic grade is there, but just not posted.

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 a 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

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

- Students with 101 or above citizenship points will be rewarded with an Honor grade (H) in citizenship.
- Students with 45-100 pts citizenship points will be awarded with a Satisfactory grade (S) in citizenship.
- Students with 44 pts or below citizenship points will not receive credit in citizenship until points are again earned toward each class.

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

Scenario #1 A student has 3 tardies and one excused absence in 1st period Biology. That equates to minus 55 points. The student still has 45 points remaining, and receives an S in citizenship.

Scenario #2 A student has 1 late tardy, 2 regular tardies, and 1 excused absence in 3rd period English. Student has been deducted -25 points for a late tardy, 30 points for 2 regular tardies, and 10 points for an excused absence. That equates to minus -65 points, which is 35 points on the grade scale and thus the student has not earned enough citizenship credit. Student then attends one of the many options to make up a tardy at school and is awarded +15 points. 35 pts added to 15 pts= 50 points, and the student earned an S

Scenario #3 A student has 5 excused absences in 4th period Choir. That equates to minus -50 points and the student receives an S in citizenship.

Scenario #4 A student has 4 excused absences, and 2 tardies in 2nd period Math. Student has been deducted -40 pts for excused absences, and -30 points for 2 tardies. That equates to -70 points. The student now has +30 points in citizenship. The teacher at the end of the term awards this student with 25 points for exemplary behavior in class. Student now has +55 points on the grade scale for citizenship and would receive an S (satisfactory) on their citizenship credit.

Regaining lost points scale:

Making up a tardy	30 minutes make-up (+15 pts)
Making up a Late tardy,	1 hour (+25 pts)
Making up missed intervention	1 hour (+25 pts)
Making up an Excused abs	1 hour (+10 pts) not to exceed 4 hrs per day
Making up a Unexcused abs	1.5 hours (+60 pts) not to exceed 6 hrs per day
Making up a Sluff	2 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 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.

SFHS has set standards for class attendance based on research, district and state guidelines and policies that have been shown to improve success in high school.

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-K**, please contact **Mr. Christensen**
If your students' last name begins with **L-Z**, please contact **Mr. Dudley**

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 credit 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. All fees must be paid prior to students attending the Attendance School. In order to attend Attendance School, **a student must bring homework or a book to read. No music, cell phones, games, sleeping, or talking is/are permitted.** Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal.

If agreed upon between a student and a teacher **in the class in which they are in violation**, the student may 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.**

During any given term, there will be between 115 and 135 hours of make-up available. **All make up in Math, Business and Language Arts labs, and with teachers is FREE. A student also has the right to serve academic time in Citizenship School. All make up in Citizenship School will cost \$1 per session.**

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. 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 or calling the attendance office at 798-4070 between 7:30 a.m. and 3:30 p.m. **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 grade (if the student would have passed the class), will only be able to make up the NC grade or have their credit reinstated, in the SFHS Credit Recovery program. Students wishing to participate in the Credit Recovery program must meet with the Assistant Principal over their part of the alphabet, sign forms committing them to the program and pay fees related to it. Credit Recovery runs 2nd, 3rd, and 4th term and is available Tuesday/Thursday mornings from 6:30-7:30 a.m. in Room 26. On occasion other times for credit recovery will be announced throughout the school year. The cost is \$5 per class + \$2 per hour of detention time owed per class. In order to participate in Credit Recovery, a student commits to daily attendance until credit has been recovered. Upon completion of Credit Recovery, the grade will be reinstated.