

# SPANISH FORK HIGH SCHOOL ATTENDANCE POLICY & PROCEDURES

## Philosophy of the SFHS Attendance Guidelines

Attendance 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 Attendance Policy are to:

- . Provide students with successful learning experiences in each class;
- . Teach responsible behavior by encouraging students to be accountable for their attendance and behavior;
- . Support parent efforts in promotion of student attendance and citizenship;
- . Provide a safe, effective, and uninterrupted learning environment for each student;
- . 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 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 attendance 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 serve detention.

At SFHS, **we require ALL students to be under 3 hours of detention** in order to participate in extra-curricular activities, co-curricular activities, field trips, walk at graduation, and get their yearbook on the early distribution day. If a student has accrued more than 3 hours of detention, they may serve detention before school, during lunch, or after school. We encourage students to work with the teacher in the class in which they are in violation to make up time missed. This could allow the student to receive specific information they missed in class because of the absences. Students cannot serve detention during the regular school day, except at lunch time in the Writing Lab. Students cannot make up attendance with a teacher other than the one in which they are deficient. Any other detention options must be approved by an administrator. Please see the information below for more details

### **Detention Time Scale:**

Making up a Tardy	15 minutes
Making up a Late Tardy	30 minutes
Making up an Unexcused Absence	60 minutes
Making up a missed Advisory	60 minutes
Making up a Sluff	90 minutes

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

Parents may excuse absences and tardies by calling the attendance office at 801-798-4060 between 7:30 a.m. and 3:30 p.m. or by sending an email to shanda.jensen@nebo.edu. A parent has 2 weeks to excuse an absence or tardy with the attendance office. Anything later than that will need to go through the administration. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When emailing to excuse an absence, please provide a phone number where a parent can be reached to verify information, if necessary. 1st and 4th period tardies are excusable, however 2nd, 3rd, and 5th period tardies are not excusable. Sufficient time is provided between classes to be on time. Exceptions may apply if a student is returning to school from a parent/guardian approved circumstance (doctor, dentist, family emergency, etc.).

### **Checking Out & Back In**

To check a student out of school, please call the attendance office, do not email. The attendance office will get the student out of class, and adjust their attendance accordingly. The student does not need to check out in the office. When a student returns back to school, they are required to check in at the attendance office.

### **Checking Student Attendance**

Student attendance and grades can be checked anywhere you have the Internet. You may download the Infinite Campus Student or Parent App to your smart device to view this information. You can also go to the Nebo School District Website at [www.nebo.edu](http://www.nebo.edu) and go to the student or parent tab. From there, click on the "Infinite Campus Portal" button. If you need help accessing or setting up your account, please contact our Counseling Office Secretary.

### **Attendance Questions/Concerns/Appeals**

Any questions, concerns, or appeals regarding attendance must go through the administration. To schedule an attendance meeting with the administration, please email Kassi Johnson @ [kassi.johnson@nebo.edu](mailto:kassi.johnson@nebo.edu).

Mr. Andersen: Last Names A-F

Mr. Spainhower: Last Names G-N

Mr. Thompson: Last Names O-Z

## 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 they missed. Students are responsible to arrange make-up work with their teachers. 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 emails to verify that the parent is aware, and wants to excuse an absence. Parents must do this within 2 weeks of the absence.

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

**Medical Absences-** If a student misses school for medical reasons such as dentist, orthodontist, doctor, therapy, surgery, etc. the parent/guardian may provide a medical note to have the absences medically excused. The medical note should provide specific times and dates to be medically excused. The administration may be involved if absences are going to occur for a long period of time. Students are responsible for any missed work during the time of the absence and responsible for initiating communication with their teachers about any missing assignments or instruction.

**Vacation Absences-** If a student is going on a planned vacation, we encourage them to fill out the pre-approved vacation form. Students are expected to pick up a release form from the attendance office no less than two full days prior to the first day of the vacation. The student must miss at least three consecutive school days to qualify for vacation absences. Vacation forms can be picked up in the attendance office. They must be signed by teachers, parent/guardian, and an administrator before the vacation.

## 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 minutes late will be marked as a Late Tardy. Entering the classroom 25 minutes late or more is considered an absence.

**Excused Tardy--** A parent calls in or emails to verify that the parent is aware, and wants to excuse an excusable tardy. Parents must do this within 2 weeks of the tardy.

## **Nebo School District Attendance Policy Highlights**

**Click Here: [Full Policy Link](#)**

**Notice of Truancy**- A Notice of Truancy shall be mailed to or served on the parent/guardian of a student who has fewer than ten but at least five truanancies during the current school year. This letter will direct the parent to meet with school authorities to discuss the student's truanancies and request the parent to cooperate with the school in securing regular attendance by the student.

**Truancy Prevention Class**- Students and their parents/guardians who are issued a Notice of Truancy, and if the intervention terms agreed upon during the meeting with school administration were not followed, may be referred to a Truancy Prevention Class. Students and their parent/guardian must attend and complete a one-time truancy prevention class, which carries a fee of \$30. Failure or refusal by a student or parent/guardian to attend the truancy prevention class or pay the fine may result in school discipline, including, but not limited to, issuance of a Nebo Attendance Court Referral, suspension, placement in an alternative educational setting, expulsion, Board release, or other interventions. If exigent circumstances exist, as determined by the school administration, a parent/guardian may be excused from the requirement to attend the class.

**Nebo Attendance Court Referral**- A Nebo Attendance Court Referral shall be issued by the District's Truancy Specialist or school administrator to a habitually truant student. A referral is made when: the student has been truant 15 times during the current school year; the school has made reasonable efforts to resolve the students attendance problems; AND the efforts to resolve the student's attendance problems have not been successful. A student who is issued a Nebo Attendance Court Referral must comply with all terms, conditions, and directives imposed by the Nebo Attendance Court. The student must pay a fee to the school finance office in the amount of \$50, which may be refunded by successful completion of all Nebo Attendance Court directives and consistent attendance has been accomplished. (See full District policy for specific requirements)

**Restorative Intervention Team**- A student who is issued a Nebo Attendance Court Referral and who does not fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court shall appear before the Restorative Intervention Team for placement in an alternative setting or program. The Restorative Intervention Team shall consider a student's history, the reasons for the student's truant behavior, and any other relevant factors in determining an alternate setting. (More details on the Restorative Intervention Team found in the full District Policy)

**Excessive Excused Absences**- The school administration reserves the right to excuse or not excuse students from school. A student who has been excused for more than 50 class periods (which equals 10 school days) will be required to meet with an administrator to establish an attendance contract. Parents may be required to excuse future absences with an administrator instead of the attendance office.

**10-Day Drop Rule**- Under Utah Admin. Code R277-419-7, the District may not keep a student enrolled if the student has unexcused absences during all of 10 consecutive school days. If the student nor the parent/guardian has made contact with or corresponded with school officials to provide reason for the absences, the school will withdraw the student's enrollment in the district.

