

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 Citizenship 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 make up attendance 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 Sluff	90 minutes
Making up a missed Advisory	60 minutes

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

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

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

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 4th 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 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.

Absences and Tardies

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 have the responsibility 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.

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.

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.

