

Springville High School Attendance Policy

Purpose and Philosophy

Springville High School recognizes a substantial correlation between school attendance and academic achievement. Students who develop and maintain patterns of positive attendance also demonstrate a life skill, habit, and quality of character that contributes to their college and career readiness, and promotes an upright and desirable citizenry. As such, SHS is committed to forming a cooperative alliance with parents and students in order to improve attendance.

The objective of the Springville High School attendance policy is to:

1. help all students experience academic success by maximizing instructional time,
2. help all of our students develop habits of punctuality that will help them both in school and in life, and
3. eliminate the disruption that tardiness and truancy causes to the classroom learning environment.

It is also our intent to help our students meet their legal obligations set out under [Nebo School District's Attendance Policy](#). While recognizing that it is primarily the student's responsibility to have consistent and punctual attendance, SHS hopes to work with students and parents to remediate truancy issues.

Student Responsibilities

In order for students to maximize their opportunities for academic achievement and success, and to stay in good standing with the school, students are expected to exhibit the following behaviors:

- Be to class on time and ready to learn every period.
- Check out through the attendance office, should you need to leave school for any reason. You must also check back in at the attendance office if you return to school that day.
- Make up any unexcused absences or tardies accumulated before the end of the term in which they are incurred.
- If you arrive tardy to class, check with the teacher *that class period* to ensure you were marked tardy and not absent.

Parent Responsibilities

In order to help their students succeed academically and to help them stay in good standing with the school, we ask that parents do the following:

- If the student misses school for an authorized reason (see excused absences), request that the absence be excused within one week. (For example, if a student is absent on a Monday, parents have until the following Monday to excuse the absence.) The one-week limit, however, does not extend beyond the end of a grading period. Parents who feel their situation warrants an exception should refer to the due process procedures.
- Parents may request that an absence be excused by replying to the absence notification email or by leaving a message at the attendance office.
- Verify that your student has checked out with the attendance office before leaving school. (Calling before or sending a note with your student will simplify the checkout process.)
- Check iCampus attendance regularly to track your student's attendance, and contact teachers prior to an extended absence.

Teacher Responsibilities

In order to help students succeed academically, and to help parents maintain a clear picture of their son or daughter's attendance patterns, teachers are expected to do the following:

- Accurately mark roll **each day**.
- Update iCampus in a timely manner.
- Communicate attendance related expectations (i.e., attendance requirements, grade computations, make up procedures and expectations, etc.) to students and parents.
- Communicate attendance concerns with parents.

Administrator Responsibilities

In order to help students succeed academically, to help minimize distractions to the learning environment and to help parents maintain a clear picture of student attendance, administrators are expected to do the following:

- Communicate this policy to teachers, staff, students and parents.
- Work with families, teachers and staff to intervene early and often when students exhibit truant behavior.
- Ensure that the policy is implemented and enforced consistently.

Attendance Codes

Teachers may enter or call in the following codes:

- T **Tardy** (0-10 minutes late to class)
- LT **Late Tardy** (10 minutes late to half of the class time)
- U **Unexcused Absence** (Absent from class, or arriving after half the class time has passed)
- S **Sluff** (Verified by school personnel as not being in the assigned area: class, assembly, library, etc.) Faculty/staff will call attendance to report. Parents may not excuse a Sluff.

Administrators and/or the attendance office may enter the following codes:

- E Excused Absence
- TP Parent Excused Tardy (up to 5 only during 1st and 3rd periods)
- LTD Late Tardy was made up in detention
- TD Tardy was made up in detention
- UD Unexcused absence was made up in detention
- ISS/OSS In School/Out of School Student suspension
- A Activity Excuse
- O Office Excuse
- EC Early Excuse Check Out
- V Pre-approved Absence

Excused Absences

Parents must call and request for an absence to be excused within one week from the time of their absence. A school administrator may excuse an absence from school for any of the following reasons:

- an illness, which may be either mental or physical
- the mental or behavioral health of the school-age child;
- the death of family member or close friend
- an approved school activity
- a medical, dental or orthodontic appointment
- a family emergency
- an absence excused through a health care or other accommodation plan (i.e., an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA) or a Section 504 accommodation plan).

Students shall have a reasonable amount of time, after the excused absence, to turn in assignments as determined by the teacher. If a student's excused absences are having a negative impact on his or her grades, the absences may need to be excused by an administrator. In specific cases of excessive absenteeism or in cases of prolonged illness, work with an administrator to resolve the absenteeism or place a student in the home and hospital program.

Rewards for Good Attendance

A variety of rewards will be offered to students who demonstrate a pattern of positive school attendance:

- Keys to Success cards will be given to those with perfect or greatly improved attendance.
- Students with detentions cleared by the end of the year will be eligible to attend the yearbook party.
- Other incentives as deemed appropriate

Consequences for Poor Attendance

Students are required to attend all classes on time unless properly excused. Repeated truancy may result in:

- detention
- a concern letter
- an attendance contract
- a schedule change
- no participation status
- alternative placement
- Nebo Attendance Court
- other school interventions

Detention hours will be assigned as follows:

T	3 tardies = 1 hour
LT	0.5 hour
U	1 hour
S	1.5 hours

Detention Options

- Detention before and after school in computer lab C29
- Working with teachers after school (Does not include mandatory rehearsal time.)
- Completion of credit recovery the term after the class is failed.
- Math lab

No Participation List

Parents and students will be contacted regularly via email regarding detention hours. Students will receive emails on a monthly basis with the updated number of detention hours. Once a student reaches 10 hours of detention, they will be placed on attendance warning status. The student will then have one week to reduce his or her detention hours below attendance warning status.

If the truant behavior continues and the student does not lower his or her detention hours below 10, the student will be placed on the **No Participation List**. This prohibits the student from participating in any extracurricular activities that require a student to be dismissed from class time (group or club tours, athletics, student council, etc.). Seniors are required to be under 10 hours to participate in the graduation ceremony.

In order to try out, apply for, or audition for extracurricular activities such as athletics, drill, cheer, student council, FFA leadership, fine arts, etc., students cannot have more than 10 hours of detention.

A student who exhibits a pattern of truant behavior and is unable or unwilling to remediate that behavior may be given an alternative placement at the discretion of the school administration.

Grade Computation

Springville High School is committed to the ideal that teacher instruction cannot be duplicated. Direct instruction, group discussion, group work, and other classroom activities are difficult to replicate through make up. As such, SHS students should be aware that attendance may factor into their classroom grades. Please remember excessive absences, excused or unexcused, impact not only individual grades but also the rigor of the curriculum.

Participation may impact the academic grade if participation is an essential standard of the course curriculum and is properly disclosed and approved by the school administration. There must be a reasonable relationship between the amount of the grade that will be based on attendance and the amount of participation involved in the class.

Nebo District Attendance Policy JDH

(<https://www.nebo.edu/pubpolicy/J/JDH.pdf>) states:

Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance. Before academic grades can be affected by attendance, including at a practice, rehearsal, or competition for a co-curricular activity, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student's grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document. Any out-of-class practice, rehearsal, or performance that will impact a student's academic grade must be specified in the disclosure document and provided to parents.

Due Process

A parent may, within ten (10) school days of the date of notice of such action, appeal a contested unexcused absence or a Notice of Truancy. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:

Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.

In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.

In the event the matter is not resolved with the school multi-disciplinary team, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.