MAPLE MOUNTAIN HIGH SCHOOL
CITIZENSHIP & ATTENDANCE PROCEDURE

Philosophy of the MMHS Citizenship/Attendance Guidelines

Attendance and Citizenship are 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, MMHS expects students to be; in class, prepared, on time, and responsible for their behavior each day.

The objectives of the Maple Mountain 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.

MMHS supports state and district attendance policies which call for fairness and provide flexibility and accountability on the part of students, parents, and the school. MMHS believes school attendance/citizenship is a student-parent-school responsibility that involves all three entities in order to resolve concerns prior to referring attendance problems to the district or juvenile court systems. Elevated 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 MMHS, 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 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 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 not fall below 45 citizenship points per class per term. Attendance requirements are based upon the following scale:

**Attendance Point scale**

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexcused Absence (U)</td>
<td>(Minus)</td>
<td>-60</td>
</tr>
<tr>
<td>Sluff (S)</td>
<td>(Minus)</td>
<td>-60</td>
</tr>
<tr>
<td>Late Tardy (L)</td>
<td>(Minus)</td>
<td>-25</td>
</tr>
<tr>
<td>Tardy (T)</td>
<td>(Minus)</td>
<td>-15</td>
</tr>
<tr>
<td>Excused absence (E)</td>
<td>(Minus)</td>
<td>-10</td>
</tr>
</tbody>
</table>

**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 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:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making up a tardy</td>
<td>30 minutes</td>
<td>+15 pts</td>
</tr>
<tr>
<td>Making up a Late tardy</td>
<td>1 hour</td>
<td>+25 pts</td>
</tr>
<tr>
<td>Making up an Excused abs</td>
<td>1 hour</td>
<td>+10 pts</td>
</tr>
<tr>
<td>Making up a U, or S</td>
<td>1.5 hours</td>
<td>+60 pts</td>
</tr>
</tbody>
</table>

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

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

**Absences**

Students may occasionally need to be absent for illness, medical appointments, family 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.

MMHS 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.

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

**Medical Provider Excused Absences**—Absences excused by a medical provider will not accumulate attendance points. However, medical provider must include specific dates and times of absences, related to the medical condition, for the note to be accepted by the attendance office. **Students with long-term health conditions will be required to provide documented medical updates (per term) from health provider.**

**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, ready to begin class, 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 more than 20 (twenty) minutes late will be considered an absence.

**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 be requesting 3 (three) or more consecutive days to be able to take advantage of this 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 (note must specify exact dates to be excused), 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. Appeals are for full day absences. Single period absence appeal will not be accepted. Appeals forms can be picked up at the attendance office or found on-line at mmhs.nebo.edu/attendance.

If your students’ last name begins with **A-K**, please contact **Mr. Ashton**
If your students’ last name begins with **L-Z**, please contact **Mrs. Tingey**

**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 ½ ) per class for Unexcused Absences and Sluffs. If after the end of each term the students 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 MMHS credit recovery program.

Morning Attendance/Citizenship School starts at 6:30 a.m. and goes until 7:45 a.m. 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. Administration will set the schedule at the beginning of each term.

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 a minimum of 100 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 Attendance/Citizenship School at a cost of $1 per session with the exception of Saturday School, which will be charged at $5 for 3 hours, and Collaboration Days which will charged at $2 for 2 hours.

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 an Administrator, Counselor, or the Attendance Office at MMHS.

Excusing/Reporting Absences and Tardies

Parents may excuse absences and tardies within five(5) days by sending a note or calling the attendance office at 801-794-6740 between 7:30 a.m. and 3:30 p.m. An excused absence clears a student from truancy, however, it does not remove the absence from attendance records. When calling to excuse an absence or 1st period tardy, please provide a phone number where a parent can be reached if necessary to verify information.

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 MMHS 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 daily from 2:45-3:45 p.m. in room C207. 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.