

| | |
|------------|------------|
| NUMBER: | PS 446.2 |
| EFFECTIVE: | 07/01/1990 |
| REVISION: | 06/14/2018 |
| PAGES: | 9 |

Statement of.....

Policy and Responsibility

SUBJECT: MURRAY HIGH SCHOOL CITIZENSHIP CREDIT
REQUIREMENTS FOR GRADUATION

Objectives:

Citizenship performance is a significant aspect of public education. The Murray School District accepts a joint responsibility with parents to "...give special emphasis to...habits and qualities of character which promote an upright and desirable citizenry..." (Sec 53- 14-10 UCA 1953).

The purpose of the Murray High Citizenship Policy is to reinforce appropriate behavior and habits and change inappropriate behavior and habits. Students are expected to be good citizens inside and outside of the classroom and are subject to evaluation by the administration, teachers, and staff. Students will earn a citizenship grade in each class per term.

GENERAL INFORMATION AND REQUIREMENTS

- A. Graduation participation requirements include satisfactory citizenship and adherence to the rules and policies of the school.
- B. Citizenship grades will be identified as follows:
 - S = Satisfactory
 - U = Unsatisfactory
- C. The citizenship grade is determined by the student's performance in the following areas:
 - Attendance
 - Behavior
 - Truancy
 - Tardiness
 - Turning in assignments on time
 - Completing projects on time
 - Work habits
 - Contributions to the class as a whole
 - Teacher directed positives and negatives

"U" (Unsatisfactory) grades will be given for 1 or more unexcused absences, 3 or more

unremediated tardies, 4 or more unappealed excused absences, 1 or more truanancies (sluffs), disrespect for the teacher, or disruption of class learning activities.

- D. Students will not be allowed to participate in Murray High School's graduation ceremony if they have any U's on their high school record for grades 10-12.
- E. If a student receives a 'U', required detention must be completed to remediate the 'U'.

II. STUDENT RESPONSIBILITIES, RIGHTS, AND RULES OF CONDUCT

Students will be treated with respect and dignity and as young adults. Students will be expected to act accordingly. Students have a right to learn, and student conduct should not interfere with the learning process. If students have questions regarding school policies and procedures, they should discuss their concerns with a teacher or administrator.

Student behavior should have a positive influence on the learning environment in the school. Students should strive to practice the "Spartan S.P.A.R." which is, **Serve, Participate, Achieve, Respect**. Students may earn "Satisfactory" (S) citizenship grades by exhibiting these character traits.

- A. Students may earn "Unsatisfactory" (U) citizenship grades for any of the following:
 - 1. Defiant behavior or conduct that undermines the learning environment of a class or of the school.
 - 2. Willful destruction, vandalism or theft of school or individual property while at school or at a school activity.
 - 3. Irresponsible or disrespectful behavior on campus, in a bus, or while attending a school activity.
 - 4. Physical or verbal abuse directed toward other students or toward school personnel.
 - 5. Use of vulgar or profane language.
 - 6. Any act of dishonesty related to school work or to participation in school sponsored classes, activities, or events.
 - 7. Excessive absences and/or tardiness (see Section VI B, C, &D).

8. Any violation of the Murray City School District Safe Schools Policy.
9. The items listed above is not an exhaustive list. Every student must consider the effect his or her behavior has on the rights and feelings of others. If the effect is intrusive, detrimental, or otherwise offensive to others, the particular behavior must be deemed inappropriate.

III. RESPONSIBILITIES AND RIGHTS OF TEACHERS

Teachers are expected to maintain a positive climate of teacher-student interaction and communications. Teachers are also expected to model the “Spartan S.P.A.R.” character development traits at all times. Teachers have the right to teach without hindrance of student misbehavior.

A. Teachers *will*:

1. Establish and discuss specific student expectations and class rules and policies used in determining citizenship grade. Citizenship grade requirements must be included in the disclosure statement. The “Spartan S.P.A.R.” traits of **Service, Participation, Achievement, and Respect** should be an integral part of the citizenship grade.
2. Counsel and work with students as problem situations develop.
3. Contact parent/guardian and discuss situations and possible solutions when problems arise.
4. Confer with administrators when efforts to correct the problems have not been successful.
5. Assess the citizenship of each student at the end of each grading period by giving a citizenship grade that aligns with this policy.

B. Teachers *may*:

6. Allow students to complete activities/projects that can prevent the student from earning a U (attendance contract, tardiness contract, quiz or test re- takes) that are consistent with Section VIII of this policy.

IV. RESPONSIBILITIES AND RIGHTS OF PARENTS/GUARDIANS

The involvement and support of parents/guardians is critical in this process of promoting and developing productive student behavior and actions. Parents have the right to expect that Murray High will strive to teach the “Spartan S.P.A.R.”

character traits to their student as they relate to the school and in preparation for college and careers.

A. Parents/guardians are expected to:

1. Make a reasonable effort to be aware of the behavioral and attendance expectations for their students at school by reviewing materials that are sent home electronically and through the post office, and through conferencing with teachers and administrators as becomes necessary.
2. Cooperate with the school in helping their students develop and maintain behavioral habits that will foster school success.
3. Communicate with the school when they have questions or concerns.

V. RESPONSIBILITIES OF ADMINISTRATORS

A. Murray High administrators will be expected to do the following:

1. Publish the Citizenship Policy for students in the student handbook (“M Book”), be made available for review on the school’s web site, and be included with registration materials each year.
2. Review the policy with students at least once a year in a class meeting and review with all new students who transfer to the school.
3. Inform parents/guardian when inappropriate behaviors occur and/or excessive absences and/or tardiness occur.
4. Conference as needed, with parents/guardian, student, and/or teacher in an effort to improve student behavior and/or absences and/or tardiness.
5. Utilize appropriate interventions in an effort to help students improve their behavior, attendance, and tardiness.
6. See that a citizenship grade (S or U only) is assigned to each student per term for overall school citizenship.
 - a. An “Administrative U” may be issued for serious negative behavior including, but not limited to: obvious disrespect for school staff; use of vulgarity or profanity; public displays of affection; repeated violations of the dress code; other direct and willful disobedience of school rules and policies.
7. See that activity/athletic eligibility is monitored.

VI CITIZENSHIP CREDIT DETERMINATION

A. CLASSROOM BEHAVIORS SHOULD BE APPROPRIATE AND CONSISTENT WITH EACH TEACHER'S EXPECTATIONS.

The expectations will be described in the Disclosure Statement received from each teacher. An uncorrected series of negative behaviors could result in a "U" grade. Serious negative behaviors might include, but not be limited to conduct such as:

1. Obvious disrespect for school authority or staff members;
2. Repeated use of vulgarity or profanity;
3. Direct and willful disobedience of classroom rules and school policies;
4. Disruption of classroom and/or school activities;
5. Theft or destruction of school property; and
6. Refusal to participate in teacher-directed classroom activities.

It is possible for a student to receive a behavior 'U' and an attendance 'U' in the same class during a term.

B. ATTENDANCE

1. Students who miss school for an entire day for any cause must have their parent/guardian call the school to excuse the full-day absence within five school days following the full-day absence. Failure to have a full-day absence excused will result in an unexcused absence and subsequent consequences.

Legitimate absences are defined by the Murray City Board of Education as:

1. Personal illness of pupil (principal may require a note from a valid physician)
2. Serious illness or death of a member of the family
3. Grave emergencies demanding the help of the pupil at home
4. Unavoidable delays or failure of transportation
5. Other circumstances that in the judgment of the principal constitute a justifiable absence from school and for which arrangements have been made with the principal in advance.
6. Trips/Vacations: Any student who will be out of school for a trip or vacation should contact the attendance office at least a week prior to departure in order to pre-approve the absence. Pre-approved trips and vacations do not have to be appealed at the end of the term for attendance grade purposes. Non-pre-approved trips and vacations are subject to possible non-excusals.

Students who miss part of a school day are subject to school attendance policies as outlined in the school policy handbook (“M Book”). This includes adhering to all school check-in and check-out procedures (see #2).

2. Check-in and Check-out Procedure

Students may NOT leave school during the school day without checking out. If they do so, the absence will be considered a truancy. Students who need to leave school at any time during the school day for any reason must go to the attendance office to check-out before leaving the building. Parents must pre-approve any check-out either by phone or with a note. Students arriving more than ten minutes late to the start of school must check in with the attendance office and will have five days to have a parent excuse that absence.

Requests for exceptions to the check-out policy must be made to the assistant principal. Requests will be considered for any **unavoidable** circumstance which may have occurred. Taking too much time for lunch is not unavoidable and will not be excused.

Students returning more than ten minutes late from lunch must check in at the attendance office; however, the absence will not be excused.

3. If students have any unexcused absences from any class, during any term, they will receive a “U” in citizenship. After any unexcused absence, the student will be referred to detention.
4. On the fourth excused absence, a student will receive a “U” in citizenship.
5. Students participating in approved school activities (athletics, choir, FBLA, etc.) will not be considered absent according to the policy.
6. Students will be considered absent if they are tardy more than ten minutes of the class.
7. Parents will be notified following the fourth excused absence and an assigned “U” to enable the student to initiate an appeal if warranted.
8. Excessive absences may require a parent/student/administrator conference to determine a course of action.
9. If a student is going to earn a “U” for absences before the term is over, they may improve their citizenship grade (“U” to “S”) before the end of the term by setting up a contract with the teacher to be in attendance for 10 straight class periods.

C. TRUANCY

1. Truancy is defined as deliberately absent from school and/or class without the knowledge or consent of the parents or the school prior to the absence.
2. Any truancy will result in a student receiving a “U” in citizenship and a truancy citation.
3. A truancy or unexcused absence may be remediated during the term by attending two forty-five minute detentions or two school-approved citizenship remediation events (see Remediating Citizenship).

D. TARDINESS

1. Citizenship grades for tardiness will adhere to the following policy:
 - a. An Unsatisfactory citizenship grade (“U”) will be given if a student has three (3) or more tardies during a term.
 - b. Tardies may be remediated before the end of the term (see VIII A. 1.)
2. Students are expected to be in their seats ready to work when the bell rings. Students will be marked absent if they are ten or more minutes late.
3. Students are subject to all other school tardiness policies and procedures.
4. If a student is going to earn a “U” for tardiness before the term is over, they may improve their citizenship grade (“U” to “S”) before the end of the term by setting up a contract with the teacher to be on time for a set number of days as determined by the teacher.

VII. APPEALS PROCEDURE

- A. Appeals to prevent loss of citizenship for legitimate reason include:
 1. If the absences are due to verifiable illness or special circumstances beyond a student’s control, students may pre-appeal the “U’s” during the term in which the absences occur.
 2. Appeal forms must be completed and returned to the front office at least one week prior to the end of the term.

3. If the appeal is approved, the teachers will be notified not to count these legitimate absences toward the citizenship grade.
4. Appealing Lost Attendance Credit (Late Appeal)
 - a. If students feel they have been unfairly denied credit for absences due to circumstances beyond their control, they may appeal their case to the Assistant Principal.
 - b. Appeals will only be considered during the term immediately following the credit loss.
 - c. Appeal forms can be obtained at the main office, attendance office, U office, or online.

VIII. CITIZENSHIP REMEDIATION

- A. Remediation for each "U" earned by a student may be accomplished in one or more of the following ways:
 1. Attend three hours of detention (four forty-five-minute detention sessions). A student may attend one detention session to remediate a tardy.
 2. Complete an accredited remediation course (credit recovery) to remove one "U" per .25 credit course.
 3. If a student earns all Satisfactory ("S") citizenship grades in any given term, all "U's" from the previous term will be changed to "S's".
 4. If a student improves their Grade Point Average (GPA) by at least .50 (up to .99) from the previous quarter, all "U's" from the immediate previous term containing U's will be changed to "S's". Report cards may be required to verify with the 'U'-Secretary.
 5. If a student improves their Grade Point Average (GPA) by at least 1.0 or higher from the previous quarter, all U's from the immediate previous two terms containing U's will be changed to S's. Report cards may be required to verify with the 'U'-Secretary.
 6. If a student attends a "Spartan Strong" lunch forum (must be verified), a "U" will be changed to an "S", or a tardy may be remediated. Students may only attend the same "Spartan Strong" presenter once for 'U' remediation purposes.
 7. Re-take an assessment in class and improve the score by at least 10%. Teachers must pre-approve re-takes for citizenship remediation, however

teachers are not required to do this. Only U's from that teacher's class are eligible.

8. Completing three hours of service under the direction and presence of a Murray High School teacher outside of school hours will remediate a "U". Service hours can only be completed with teachers that obtain pre- approval by administration and should be performed as part of the teacher's class, team, or club.
9. It is the responsibility of the student to initiate the process of remediation of citizenship and to provide valid documentation as needed.