

Reporting Student Absence

Student Absence Reporting

Full Day (recorder) (925) 743-0663

Partial Day Absence - Last Names Beginning with:

A-Gre: 925.552.3001 Gri-Pa: 925.552.3006 Pe-Z: 925.552.3014

FAX (925) 838-7802

Main Campus Number (925) 552-3000

Students and their parents are responsible for attendance. Parents should be aware of the revenue loss to the district due to prolonged or frequent illegal absences. Parents and students should be aware of the attendance policy and adhere to the attendance rules and regulations. Students shall attend and be punctual to all classes and activities to which they are assigned.

Absences and tardies are detrimental to a student's learning and increase the possibility of failure. The following policies and procedures are designed to prevent these occurrences and increase every student's chances for success.

CLEARING FULL DAY ABSENCES

All absences must be cleared within 48 hours and must be legal as defined in the next column.

1. Give the date of absence.
2. Spell the student's last name. Give the first name.
3. Give reason for absence.
4. Identify yourself.

Partial Day Absences (When Arriving Late)

When arriving late the absence must be cleared within 48 hours by the parent/guardian. Students need to sign-in at the Attendance Office.

Leaving During the School Day

Whenever possible, appointments should be made outside of school hours.

1. The student must obtain a permit to leave campus prior to leaving.
2. In order to obtain a permit, call the Attendance Office **and leave a message** 12-24 hours prior to the appointment: Notify the Attendance Office by the morning of the day of dismissal so that the permit will be ready for student pick-up.
3. Students may not leave class to obtain a permit and must do so before school, during brunch or lunch.
4. The student must present the permit to the classroom teacher in order to leave during class. Students will not be excused without a permit to leave campus. Students must then sign out in the Attendance Office.

5. The Attendance Office cannot call the classroom if a student needs to be dismissed. In the event of a family emergency, an administrator will coordinate the student's dismissal.
6. Anyone reporting such an absence after the fact will be issued an Unverified Absence" (cut), regardless of the reason. No exceptions.
7. When returning to campus the same day, return to the Attendance Office for a permit to re-enter.
8. ***Student must bring a note from the doctor as verification for absence to be excused (verified).***

GENERAL INFORMATION REGARDING ABSENCES

- Absences may ONLY be cleared by a telephone call personally made by the parent, guardian, or person listed on the emergency card. Calls made by the student or persons not authorized to clear a student's absence violate rules for attendance clears and may result in student disciplinary action as determined by an administrator. The office will NOT accept notes, only calls.
- Student requests for checking attendance records should be done before school, after school, at brunch or at lunch.
- If a student's appointment lasts longer than the original excused time period, a parent must notify the Attendance Office by phone to clear the additional periods within 48 hours.
- If a student feels ill at any time during the school day, he/ she must come to the Attendance Office and get permission to leave. Students must be issued a permit to leave campus and must sign out.
- Students in the 12th grade may leave campus at lunch but must return before the 5th period tardy bell rings.
- ALL FRESHMEN, SOPHOMORE and JUNIOR STUDENTS ARE TO REMAIN ON CAMPUS AT LUNCHTIME

EXCUSED (VERIFIED) ABSENCES: The following are the acceptable reasons for a student to be absent from school according to California Education Code

1. Illness
2. Medical appointments
3. Funeral Services (immediate family)
4. Approved School-Related Activities
5. Court Appearances
6. Observation of Religious Holidays
7. Employment Conference (requested by parents)
8. Family Emergency
9. Pre-informed Absences (independent study contract needed)
10. Suspension

MAKEUP WORK – Verified Absences: Students must make arrangements with teachers to make up work due to legal absences. Make up policies may vary from teacher to teacher

Unexcused Absences: (NOT an EXCUSED absence per state education code) – these are absences where the parent has notified the school of their student’s absence; however, the reason does not qualify as excused under California Education Code. These absences are subject to the School Attendance Review Board process

1. Personal reasons (car trouble, overslept, family vacation, etc.)
2. Failure to complete Independent Study contract

Unexcused/Unverified Absences (CUTS): parent has NOT contacted the school regarding their student’s absence

1. Leaving without prior permission from parent/guardian
2. Illegal phone call or forged note
3. Failure to clear an absence within 48 hours of returning to school
4. Failure to obtain permit to leave early
5. Failure to sign out in Attendance Office
6. Failure to return from off campus lunch on time.

Unverified Absences–Consequences: Truancies (cuts) will result in the following consequences:

Cuts (Truancies)

5 = 2 Lunch Detentions, parent contacted by Admin TSA

10 = 1 Week Lunch Detention or Thursday school,
Attendance Contract Parent Meeting w/ Admin TSA

15 = 2 Thursday Schools; suspend off campus privilege
(Seniors only), possible loss of event participation,
Notification of coach/director of sport or activity,
Parent Meeting w/ Administration

20 = Administrative consequences as appropriate

Students make up work for Unverified/unexcused Absences is strictly at the discretion of the teacher.