

# Reporting Student Attendance

**Full Day** (recorder) 925.552.3004

**Partial Day Absence** – Last names beginning with:

A-Go: 925.552.3001

Gr-O: 925.552.3006

P-Z: 925.552.3014

**FAX** 925.838.7802

**Main Campus Number** 925.552.3000

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

## **FULL DAY Absences**

All absences must be cleared within 2 school days and must be legal as defined below.

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

## **PARTIAL DAY Absences (When arriving late)**

When arriving late the absence must be cleared within 2 school days by the parent/guardian.

Students need to sign in at the Attendance Office. **A doctor note is required within 2 school days if the student was at a medically related appointment.**

## **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. At the very latest 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. Student 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. **If the absence is due to a medical appt. (doctor, dentist, lab, PT, etc.) a note from the doctor is required within 2 school days to clear the absence.**

#### **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 contact list. 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 does **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 2 school days.
- 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 **12<sup>th</sup> grade** may leave campus at lunch but must return before the period following lunch begins.
- **ALL FRESHMEN, SOPHOMORE AND JUNIOR STUDENTS ARE TO REMAIN ON CAMPUS AT LUNCHTIME.** The **only** exception to this rule is if the Attendance Office is notified in advance, student signs out and a doctor note is provided.

#### **DISPUTED ABSENCES:**

Students who believe they were marked absent in error should pick up an Absence Clear Form from the Attendance Office. Once the form has been signed by the teacher and returned to the Attendance Office, the absence will be cleared. **NEW POLICY:**  
**Teacher Absence Clear Forms are due within 2 school days of disputed absence.**

**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
4. Approved School-Related Activities
5. Court Appearances
6. Observation of Religious Holidays
7. Employment Conference (requested by parent)
8. Family Emergency
9. Pre-informed Absences of 5 days or more (independent study contract needed)
10. Suspension

**MAKE UP WORK** – Verified Absences: Student must make arrangements with teachers to make up work due to legal absences. Make up policies may vary from teacher to teacher.

**UNEXCUSED ABSENCES/VERIFIED:** (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. Absences of a personal nature (car trouble, overslept, family vacation, etc.)

**UNEXCUSED ABSENCES/UNVERIFIED (CUTS):** Parent **has NOT** contacted the school regarding their student's absence:

1. Leaving without prior parental permission called in to the Attendance Office
2. Illegal phone call
3. Failure to clear an absence within 2 school days 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:

- 5 = 2 lunch detentions, parent contacted by Admin TSA
- 10 = 1 week lunch detention or Thursday school, Attendance Contract, Parent Meeting with Admin TSA
- 15 = 2 Thursday schools, suspension of off campus privilege (Seniors only), possible loss of event participation, notification to coach/director of sport or activity, Parent Meeting with Administration
- 20 = Administrative consequences as appropriate

Make up work for Unexcused/Unverified absences **is strictly at the discretion of the teacher.**