

ATTENDANCE INFORMATION

School success is directly related to good attendance. Poor performance in the classroom is often the result of poor attendance. We expect that students be at school every day, on time.

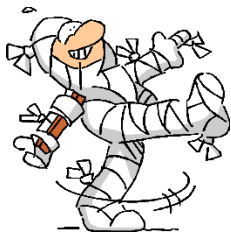
Independent Study

While students are highly discouraged from missing school for reasons other than illness, family emergencies or special events sometimes necessitate an extended absence. Students must contract to do work during the period of the absence. Pre-Informed Independent Study Contracts must meet strict California State guidelines in order to result in excused absences.

- Short term Independent Study (IS) needs to be a minimum of 5 days and a maximum of 10 days.
- Written request must be made at least **two weeks** in advance. Parent is responsible for requesting the contract in person at the school site.
- Contracts will not be approved the first and the last week of each semester. All finals must be taken at the school site.
- Contracts will not be approved if:
 - student has received notices of truancy
 - middle or high school student has 2 or more F grades.
 - student has failed to complete prior contracts

Moving/Transferring Schools

If a student is moving, a parent should notify the Office several days in advance of the student's last day at school. We will need to know the last day of attendance and the name and address of the new school. **The student must obtain a checkout form from the secretary to take to all teachers on the last day of attendance. All books and materials must be returned and/or charges paid prior to check out.**



Absences

- Student's Illness
- Student's Medical, dental or optometry appointments; (Appointments should be made outside of school hours whenever possible.)
- Attendance at the funeral of a member of the immediate family

The state of California requires students be excused from school for justifiable personal reasons, including but not limited to, an appearance in court, observance of a religious holiday or ceremony, an employment conference or medical quarantine. **All other absences are unexcused.** Students are responsible for missed assignments/work. **Make-up Work is the responsibility of the student.**

Clearing Absences (669-205-5100)

1. All absences must be cleared by parent/guardian by a telephone call or a note upon returning to school.

The telephone call or note must include the following information:

- Student's full name
- Dates of absence
- Specific reason for absence
- Parent name/signature

Absences without a valid written or telephone excuse will be considered a “cut” or truancy if not **cleared within 5 days.** Students will be assigned detention and/or Saturday School for cuts/truancy.

2. Unexcused tardies in excess of 30 minutes will be considered truancy. Habitual truancy may result in a referral to the School Attendance Review Board (SARB). A letter of truancy will be sent home after the 3rd and 5th “unexcused” absence and a parent conference will be requested.

3. Upon the 6th unexcused absence Saturday Schools will be assigned

Tardies



Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities being conducted in the classroom.

1. Students arriving tardy to school should report directly to the **Office**. (Note: If the student is late 30 or more minutes it is considered an absence.)
2. For each quarter, the first three unexcused tardies to any class could result in a warning and conference with the attendance liaison.
3. The **sixth** unexcused tardy will result in a Saturday School. Students will be assigned another Saturday School for each additional tardy in that same quarter.

Note: Students will start with a clean tardy record at the beginning of each Quarter.