



Long Beach Polytechnic High School
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Attendance Policy & Procedures

Our goal is to provide Poly High School students with a sound academic foundation that will prepare them for success in their post-secondary years. Regular and punctual attendance is essential for this to occur. Students are expected to have good attendance and to be in class on time unless they have a valid excuse. Parents are encouraged to monitor their child's attendance on Parentvue or SchoolLoop.

Clearing absences – In order to clear an absence, students are to take their notes to the attendance office. **Notes are due within five days or absence will become permanent mark on the student's attendance record.**

You may also email polyattend@lbschools.net to clear absences.

To expedite the process and ensure accurate recordkeeping, please include the following information on all notes:

- 1) Date
- 2) Student's full name
- 3) Student's ID number
- 4) Reason for absence
- 5) Date(s) of absence and specific period(s) missed
- 6) Parent / Guardian's name (printed and signature)
- 7) Parent contact number

Excused absences (Per EC 48205):

- o Illness (doctor verification required after three consecutive days)
- o Medical or dental appointment (doctor verification required)
- o Funeral service for immediate family member (limit one day within state of California, three days out of state)
- o Religious reasons (4 days per month)

During the 2022-23 school year, illnesses can also be cleared through documentation of positive COVID-19 cases from a doctor's office, home kit, health department or lab. If a student is quarantined due to exposure to someone with a confirmed COVID-19 case, the absence will be recorded as an excused absence. If a student is ill or exhibiting any COVID-19 symptoms, they should stay home and notify the school.

Unexcused absences including but not limited to:

- o Transportation
- o Out of town
- o Vacation
- o Family emergency
- o Illness/doctor appointment other than student's
- o Dentist/doctor appointment without verification
- o Babysitting
- o DMV

***Teachers are not required to accept make-up work for unexcused absences.**

Early-outs – Students who need to leave campus unescorted during the school day are required to obtain an early-out permit slip. In order to receive an early-out slip, students must bring a signed note from a parent **before school, at nutrition or during lunch.** **Early-outs notes turned in after lunch will not be accepted.** Parent will be called by school staff to verify the signature. **To ensure our students' safety, we do not accept phone calls in lieu of notes.**

Early-out notes must include the following:

- 1) Date
- 2) Student's full name
- 3) Student ID number
- 4) Reason for leaving
- 5) Leave time
- 6) Parent / guardian's name (printed and signed)
- 7) Parent contact number (must be listed on ParentVue)
- 8) 18-year old's – a curtesy call will be made to parent/guardian when signing out.

Parents signing out their student in person should allow plenty of time as it may take up to 20 minutes to locate your student.

Steps for Clearing Questionable Absences

- 1) Go to ParentVue to find dates/periods of absences
- 2) Discuss any questionable absences with your student
- 3) Have your student speak with their teacher about any questionable absences
 - o If the teacher agrees that there was an error, the teacher will submit a correction form to the attendance office. This will allow the attendance clerks to remove the error.
 - o If the teacher does not agree, the absence will remain.
- 4) After completing steps 1-3, if there are still discrepancies, contact the attendance office.

Tardies –Students who arrive late to school will be marked tardy. **Tardies are a permanent mark on the student’s attendance record, a note will not excuse a tardy.**

Truancy Letters – Long Beach Unified School District sends home monthly truancy letters to parents of students at every school in the district to inform them when their students have been absent, late or have left early from school without a valid excuse on three occasions of 30 minutes or more in a school day. If you receive a letter, please review it with your student. After reviewing the letter, if you believe it may be a school error, please follow the **Steps for clearing questionable absences**. Please do not become alarmed unless your student has an excessive amount of absences. The main purpose of this letter is to keep you informed and make sure that your student is taking advantage of every day of education being offered.

School Messenger – School Messenger is an automated system that calls parents when a student has been marked absent. If you receive a call that your student was absent from school and you know they were present you should follow the above steps for disputed absences. However, if you are aware of your student’s absence, simply send a note with the student upon their return. You may also email your notes to:
polyattend@lbschools.net

School Activities, Sport Events & Field Trips – When a student misses class for a school-related function their classroom teacher is required to mark them absent and a School Messenger call will go out that evening. Once the sponsoring teacher/coach

submits a list of students to the attendance office, absences will be cleared within one week.

18 Years & Older

In accordance with State of California Education Code Section 1095-.5 which states: For purposes of any procedure of verification of absences from school, a student 18 years of age or over, with respect to his own absences from school, shall have all of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or other person having charge or control of the minor.

- **18-year old's – a curtesy call will be made to parent/guardian when signing out.**