

Attendance 101 Guide:

Reporting an Absence:

What to do if your son/student is going to be absent for the day?

1. Send an email to: attendance@bosco.org. This email address gets sent to a few people; so we can all assist with the entries. Please do not send absence-related notifications to a specific individual; always send emails to: attendance@bosco.org.
2. In the email, please indicate the following information:
 - * Subject Line: Your son's/student's name and school ID#
 - * Date of absence
 - * Reason for the absence
 - * Your name and relationship to the student
3. Please report each and every absence. For example, if a student is sick on a Thursday and you reported it and he's still not feeling well on Friday; please send an additional email on Friday.
4. If your son/student was out for medical appointment reasons (doctor, dentist, etc.) then please submit the note from the institution to the Attendance Office; which will then be placed in his attendance file. Note can be submitted via email at: attendance@bosco.org or your son/student can turn it in physically to the attendance office upon his return.

Note:

Given the heavy volume of daily parental/legal guardian communication received by the attendance office, a response confirming receipt of an email or voicemail message confirming a student's absence and/or absences will no longer be sent. Parents may continue to confirm their student's updated daily attendance through PowerSchool. Only if a student's absence has not been updated within 24 hours, please feel free to send a follow-up email to: attendance@bosco.org. We appreciate your understanding.

Requesting an Early Dismissal:

We cannot stress enough; that early dismissals should **only** be requested when absolutely necessary. In addition, please send an email with as much notice as possible for us to better be able to accommodate your request. If you "drop-in" with no notice, this could delay having your son ready to be picked up. Students are required to remain on campus (with the exception of Flex 3 students) for the duration of the entire school day; including sessions such as Academic Support, Community Time, Faith Families, etc.

What to do if your son/student needs to be dismissed early?

1. Send an email to: attendance@bosco.org. This email address gets sent to a few

people; so we can all assist with the entries. Please do not send absence-related emails to a specific individual; always send emails to: attendance@bosco.org.

2. In the email, please indicate the following information:

- * Subject Line: Your son's/student's name and school ID#
- * Date of early dismissal
- * Time that student is to be dismissed
- * Name of person that will be picking up student
 - This person will pick the student up from the attendance office; which is where the student will be signed-out.

- * If student drives, please indicate that he has your permission to drive himself.
- * If you want student to meet you in front of the school, please indicate that he has your permission to meet you and/or person picking him up in front of the school.

If the above two (2) options apply, then:

Please inform your son/student that he needs to pick up an "Off-Campus Pass" from the attendance office, prior to him leaving school. If a student is found leaving campus **without** following the stated protocol; then he may be issued a notice of infraction and scheduled to serve a Saturday School session from 8am to 11am.

- * Reason for the early dismissal
 - * Time that son/student will be returning (if same day); otherwise indicate that he'll be out for the remainder of the day
 - * Your name and relationship to the student
3. When your son/student returns to school (whether it's the same day or the next), he is required to check-in with the attendance office to pick up his admission slip from Mrs. De La Isla. He will then have his teacher(s) sign-off on the slip for the class(es) that he missed and then he'll return the slip to the attendance office; which will then be placed in his attendance file.

Reporting a Late Arrival:

Arriving to school on time should be a high priority to all involved. The Oratory is open each morning at 6:30am; so it's highly recommended that you arrive earlier to avoid the congestion in the parking lot of late arrivals. Although a parent/legal guardian may offer a justification for a student being late to school, St. John Bosco High School shall ultimately decide what constitutes an excused tardy. Reasons considered must be circumstances unusual in nature, for the school to change a tardy (TDY), to an excused tardy (ET).

What to do if your son/student will be arriving late?

1. Send an email to: attendance@bosco.org. This email address gets sent to a few people; so we can all assist with the entries. Please do not send absence-related emails to a specific individual; always send emails to: attendance@bosco.org.
2. In the email, please indicate the following information:
 - * Subject Line: Your son's/student's name and school ID#
 - * Date of late arrival
 - * Reason for late arrival
 - * Your son's/student's estimated time of arrival to school
 - * Your name and relationship to the student
3. When your son/student arrives to school, he is required to check-in with the attendance office to pick up his admission slip from Mrs. De La Isla. He will then have his teacher(s) sign-off on the slip for the class(es) that he was late to and then he'll return the slip to the attendance office; which will then be placed in his attendance file.

How to Update an Unverified Absence:

If you receive an "Unverified" notification and/or you see a "UNV" code on your son's attendance, please do the following:

1. Send an email to: attendance@bosco.org. This email address gets sent to a few people; so we can all assist with the entries. Please do not send absence-related emails to a specific individual; always send emails to: attendance@bosco.org.
2. In the email, please indicate the following information:
 - * Subject Line: Your son's/student's name and school ID#
 - * Date of unverified absence
 - * Reason for the unverified absence
 - * Your name and relationship to the student

We highly recommend that you review your son's/student's attendance on a daily basis on PowerSchool. If you need assistance with accessing this information, please contact Ms. Gina Logsdon via email at: glogsdon@bosco.org.

Below are the Covid Protocols per the California Department of Public Health:

Recommendations for Students Who Test Positive for Covid:

1. Stay home if you have Covid-19 symptoms, until you have not had a fever for 24 hours without using fever reducing medication **and** other [Symptoms of COVID-19](#) are mild and improving.
* If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
 2. Mask is required when you are around other people indoors for the ten (10) days after you become sick or test positive (if no symptoms). You may remove your mask sooner than ten (10) days if you have two (2) sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.
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Tardy Count Consequences & Contact Information:

Tardy Counts #1-#4:	<u>Warning/Grace Counts</u>
Tardy Count #5/Consequence: Attendance Officer:	<u>Student will be scheduled to serve Saturday School</u> Mrs. Nancy De La Isla (ndelaisla@bosco.org)
Tardy Count #10/Consequence: Vice Principal of Student Conduct: Dean: Dean:	<u>Student will be placed on an Attendance Contract</u> Mr. Robert Linares (rlinares@bosco.org); Mr. Jeff Powers, Dean (jpowers@bosco.org); and/or Mr. Marcus Williams, Dean (mwilliams@bosco.org)
Tardy Count #12/Consequence: Vice Principal of Student Conduct: Dean: Dean:	<u>Student will be issued a one (1) day, out of school Suspension</u> Mr. Robert Linares (rlinares@bosco.org); Mr. Jeff Powers, Dean (jpowers@bosco.org); and/or Mr. Marcus Williams, Dean (mwilliams@bosco.org)
Tardy Count #15/Consequence: Vice Principal of Student Conduct: Dean: Dean:	<u>Student's Attendance Contract will have added restrictions to participate in extra-curricular activities.</u> Mr. Robert Linares (rlinares@bosco.org); Mr. Jeff Powers, Dean (jpowers@bosco.org); and/or Mr. Marcus Williams, Dean (mwilliams@bosco.org)
Notice of Infractions: Vice Principal of Student Conduct: Dean: Dean:	<u>Consequence to be Determined (i.e. Saturday School, Suspension, Contract, Disciplinary Meeting, etc.)</u> Mr. Robert Linares (rlinares@bosco.org); Mr. Jeff Powers, Dean (jpowers@bosco.org); and/or Mr. Marcus Williams, Dean (mwilliams@bosco.org)

Saturday School Notation:

A one (1) day suspension will be issued for failing to serve the Saturday School session. The school shall only consider an extraordinary circumstance such as hospitalization, to not suspend. Said emergency will

require documentation as proof.

½ Hour Late Notation:

If a student is ½ hr. or more late to school without a valid reason and/or proper notification; then the parent/legal guardian will be contacted. If it is an unexcused/unverified tardy; then the student may be issued a Tardy Referral and may be scheduled to serve a Saturday School session from 8am to 11am.

You can see your son's/student's Tardy counts on his Attendance; which can be viewed on PowerSchool. If you need assistance accessing PowerSchool, please contact Mrs. Logsdon at: glogsdon@bosco.org.

Note: *Each semester students will start out with a tardy count of zero. No tardy counts shall transfer over from one semester to the other.*

Important Reminders:

Students may only attend school in regular school uniform. If there is a school wide Mass listed on the bell schedule; it'll indicate the specific dress attire that's required. Please review the Bosco Braves (Student & Parent) Google Calendar to be aware of this type of information.

If a student is not in the proper dress attire for Mass; then he may be issued a Notice of Infraction for Dress Code Violation and may be scheduled to serve a Saturday School session from 8am to 11am.

If a student is not in school uniform on a regular school day; he may be issued a Notice of Infraction for Dress Code Violation(s) and may be scheduled to serve a Saturday School session from 8am to 11am.

Please ensure that your son/student arrives to school on time and in full school uniform.

Thank you parent(s)/legal guardian(s) for your continued support!

SJB Global Students vs. Flex 3 Students

If your son/student is an SJB Global Student; with one (1) or two (2) online classes; he is required to be in attendance in the Learning Commons. If your son/student is working remotely for class at the start and/or end of the academic day, he will need to check-in/out at the attendance office when he arrives and/or leaves campus. Please note that students must arrive on time for in-person classes and cannot return to campus once they leave.

Flex 3 students do have the flexibility to either be present in the Learning Commons or do their online homework from home. If you see "FLEX" in your son's/student's attendance record; that indicates that he was not physically present in the Learning Commons. If you have questions regarding your son's attendance in these classes, please send an email to: dqihring@bosco.org and "cc":

attendance@bosco.org. Flex 3 students have been given a pass; which allows them to leave campus for these particular classes. If a student is found misusing this pass; he may be issued a Notice of Infraction for Student Conduct and may be scheduled to serve a Saturday School session from 8am to 11am.
