



WEST PARK HS - ATTENDANCE POLICY & PROCEDURES

Phone: 916-786-2970, (press 1 for Attendance) OR Email: wphsattendance@rjuhsd.us

HELP US KEEP YOUR CHILDREN SAFE!

West Park High School is a closed campus. Students must have permission to leave campus during the school day. Please review these procedures and support WPHS' efforts to account for your children and keep them safe.

General Rules

If a student is arriving late or leaving early, they **MUST** go through the attendance office. Please note that an absence that is not cleared within three days will become a truancy.

Tardy Policy

In order to provide the right environment for students to be successful in high school and beyond, we must uphold accountability and teach positive habits, such as being in class on time.

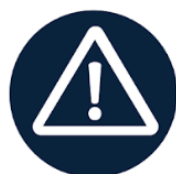
Calls for Tardies:

Families receive calls for each period (including 1st period) that their child is late to any class (including 1st period).

WEST PARK HIGH SCHOOL

CUMULATIVE TARDIES FOR EACH QUARTER;
STUDENTS RESTART EACH QUARTER

TARDY POLICY



1-3
TARDIES

WARNING



ALL SCHOOL POLICIES



4-6
TARDIES

DETENTION

CHOOSE BETWEEN:
TUESDAY 3:30-4:00
WEDNESDAY 8:45-9:15
THURSDAY 3:30-4:00



FAIL TO APPEAR=
NO-GO LIST UNTIL
SERVED



7-9
TARDIES

WORK SERVICE

HELD WEDNESDAY
MORNING 8:15-8:45
MEET IN ADMIN OFFICE



FAIL TO APPEAR=
NO-GO LIST UNTIL
SERVED



10+
TARDIES

PARENT/ADMIN MEETING



NO-GO LIST FOR
THE REST OF THE
QUARTER

NO-GO TO EXTRA CURRICULAR ACTIVITIES SUCH AS
GAMES, DANCES, EVENTS, RALLIES, ETC.



Consequences:

Students who reach the following amount of tardies will be subject to the following actions:

1. **Each Tardy** = Parents receive an automated call and text message from the school.
2. **Tardy 1-3** = Warning issued by the teacher or an office staff member.
3. **Tardy 4-6*** = Lunchtime detention is issued. If the student misses detention that week, they will be placed on the [No-Go List](#) until they serve. Students are notified via email.
4. **Tardy 7-9*** = Wednesday Morning Work Service issued by Administration. Students are required to serve Wednesdays 8:15-8:45 am with a Campus Supervisor (meet in the office). If the student misses Work Service, they will be placed on the [No-Go List](#) until they serve. Parents and students are notified via email.
5. **Tardy 10+*** = Administrative conference with parent and student in addition to being placed on the [No-Go List](#) (where restorative practices are implemented).

**Cumulative (total amount of tardies in all of the students' classes combined).*

***Tardies restart every quarter.*

1st Period Bells:

Most tardies occur in the morning. In order to ensure that students are in their 1st period classes **on time**, please note the following morning bell schedule and gate closure:

- 8:25am, a warning bell rings to alert students to move toward their first class
- 8:27am, music will play for one minute indicating the gate will be closing
- 8:30am, the bell rings and students must be in class

Late Arrivals

Students who arrive late to school **must report to the Attendance Office** to be admitted on to campus. To excuse a late arrival, please do one of the following:

- Option 1: Student may bring a note from a medical professional to excuse the absence. These can be dropped off at the attendance desk in the front office.
- Option 2: Parent/ guardian may call 916-786-2970, (press 1) or email wphsattendance@rjuhsd.us to notify the attendance clerk that there will be a late arrival. Students should bring a note from a medical professional to excuse a tardy or missed class period(s) whenever possible..

Early Dismissal/Appointments Requires an Electronic Pass

Students who need to be dismissed early must report to the Attendance Office at the start of the day. If an appointment is scheduled last minute, call the Attendance Office as soon as possible to allow enough time to pull your student from class.

- Option 1 (preferred method): Student may bring a note to the Attendance Office before school to request their early pass.



- Option 2: Parent/guardian may call the Attendance Office at 916-786-2970, (press 1) or email wphsattendance@rjuhsd.us before school, with a message that includes the student's name, reason for dismissal, your name and your phone number.

Only authorized contacts may request an early dismissal. I.D. verification will be required.

Early Dismissal During Midterms and Final Exams

To preserve the time scheduled for exams, we do not call classrooms to excuse students to leave class early during Midterms and/or Finals. We ask that students and parents plan ahead and schedule the pick-up time to be done during the passing period. This prevents disruption during class time while students are taking exams.

Additionally, PLEASE plan ahead and email **the day before:** wphsattendance@rjuhsd.us. Students just need to report to the Admin Office Reception at their scheduled time to leave.

REMEMBER:

Attendance needs a MINIMUM of 30 minutes notice to pull a student from class, and students in P.E could take even longer. We will not accept late requests for student dismissals in the last 30 minutes of the school day.

Illness

Students who become ill while at school **must report to the Nurse's Office.**

If you receive a phone call/text message from your child stating that he or she is sick, please direct your child to report to the school nurse immediately. The nurse will monitor your child's health and contact you to pick up the student if necessary.

Absence Policy

Excused Absences:

Students who miss 10% of the school year are considered "habitually absent," according to California Ed Code 48260. Students may not miss more than **9 total days** in the school year, or 4.5 days per semester. Students who miss 10% of the time we have been in school may be placed on an Attendance Contract (SART) with their Assistant Principal.

Clearing Absences:

To notify attendance office of an absence, Parent/guardian may call 916-786-2970 (press 1) to leave a voice message for attendance) or send an email to wphsattendance@rjuhsd.us

Please provide:

- Date/time of the absence and class periods that were missed
- Specific reason for the absence
- Daytime phone number of the parent or guardian
- Notes must include signature of the parent or guardian



- If your child was marked Absent for a class that they attended, please have them speak to their teacher directly to request a correction.

To excuse absences for illness, medical or dental appointments, please send a note from a medical professional with your student upon their return or you may send it in via email to wphsattendance@rjuhsd.us

Unexcused Absences (Truancy):

Per Education Code Section 48205, reasons may include but are not limited to: Traffic, oversleeping, car problems, vacation, work, hunting, shopping, or personal business, or an absence not authorized by a parent/guardian. **Students are responsible for communicating with teachers to arrange make-up work and/or exams.** A period truancy is defined as a student missing 30 minutes or more in a period without a valid excuse. If a student is identified as being truant, the following steps may be implemented:

- **Truancy Letter 1** - Issued when a student has 3 unauthorized absences. A letter is mailed home, parent contacted student may receive discipline.
- **Truancy Letter 2** - Issued when a student has 3 unauthorized absences after receiving Truancy Letter 1. A letter mailed home, parent contacted and student may be disciplined.
- **Truancy Letter 3** - Issued when a student has 3 absences after receiving Truancy Letter 2. Families are served a Notice to Appear to Student Attendance Mediation (SAM) at the District Office by the School Resource Officer and the student may be disciplined.
- **Truancy Letter 4** - Issued when a student has 3 or more unauthorized period absences after receiving Truancy Letter 3. Families are served Notice to Appear to Student Attendance Mediation (SAM) at the District Office by the School Resource Officer and students may be disciplined.

Athletic Handbook: Student athletes failing to comply with RJUHSD's attendance policy will be referred to their coach or administration for potential consequences.