



Hillside High School Attendance Policy

Dear Hillside High School Students and Families,

Welcome to a new school year at Hillside High School! We're excited to support every student in making this a successful and memorable year. Daily attendance plays a big role in academic success, building strong relationships, and participating in all that HHS has to offer.

Why Attendance Matters

Attending school every day helps students keep up with lessons, understand course material, and prepare for tests and projects. It also keeps students eligible for exciting events like school dances, Grad Night, and other extracurricular activities.

Attendance and Activities

To take part in extracurricular activities, students must have a **minimum attendance rate of 91%** at the time of the event. This includes *all* absences—excused and unexcused.

For example:

- **Homecoming (Day 40 of school):** Students can have no more than 3 full-day absences.
- **Prom (Day 160 of school):** Students can have no more than 15 full-day absences.

Maintaining good attendance ensures students enjoy both academic and social opportunities.

How to Excuse an Absence

Parents/guardians must clear all absences **promptly** after the absence. Absences can be cleared in one of the following ways:

1. **Email:** Send to hhs_attendance@upland.k12.ca.us
Sample Email:

I am [Your Name], the parent/guardian of [Student's Full Name], born [DOB], a [Grade] grader at UHS. They were absent on [Date] due to [Reason]. I can be reached at [Phone Number] for any questions.

2. **Written Note:** Send a signed note with your student to the Attendance Office.

For medical/dental absences, please attach a doctor's note to your email or send a copy with your written note.

4. **Call:** Reporting absences (909) 949-8400

Saturday School

Students will be assigned Saturday School if an unexcused absence remains on their record.

It is **required** after:

- 36 period unexcused absences or 6 full-day absences
- And again after every 18 additional period absences or 3 full-day absences

Students may also **attend voluntarily** at any time during the year to improve attendance.

Short-Term Independent Study (STIS)

Students may request up to **15 days per year** of Short-Term Independent Study (STIS) for full-day absences, which do not count against their attendance percentage. STIS contracts can cover consecutive absences or be issued as individual contracts for each day of absence. STIS days do **not** count against the attendance percentage. In order for students to receive attendance credit, the assigned work must be completed and submitted to the Attendance office.

To request STIS, contact the **Principal** before the planned absence.

- Mr. Hector Vasquez

Special Circumstances

We understand some absences happen due to serious reasons, like illness or family emergencies. In these cases, families may **request a review** of the student's attendance record. If approved, the student may still be eligible to participate in events, even if below 91%.

Log in to your Aeries Portal to review your information

- Select → Guidance → Discipline
 - Updated information on the number of Detentions and Saturday Schools needed to serve or have served.

Additional Expectations

- Schedule appointments outside of school hours when possible.
- Excessive unexcused absences or tardiness may result in a referral to the **School Attendance Review Team** or **School Attendance Review Board (SARB)**.
- Under **Upland Municipal Code 4240.10**, parents/guardians are legally required to ensure their child attends school. Truancy may result in a citation or court appearance. We're here to support every Hawk's success.
- Let's work together to ensure strong attendance and a great year ahead! **Team Hillside today, Team Hillside every day!**

Sincerely,
Mr. Hector Vasquez
Principal