
STUDENT INFORMATION

ATTENDANCE

BVH, in conjunction to board policy AR 5113, believes:

- Classroom participation is an integral part of the learning experiences provided to students in the district schools. To the extent the failure to attend a class results in a student not attaining certain prescribed minimum academic standards, this failure would properly be reflected in the grade the student receives.
- Student absences may not be used exclusively to determine student grades.
- Academic performance can and should be evaluated in part on the quality of individual participation in planned classroom activities designed for adult-student or student-student interaction. Therefore, teachers are to include and document student participation in planned classroom learning activities as part of the criteria for determining and reporting student progress.
- Reasonable opportunities shall be provided to students whose absences are excused, except trancies, to make up that portion of work missed that can reasonably be replicated.
- Upon request of parent(s)/guardian(s) or the student, if 18 years of age or older, a student, expecting to be absent from class for a reason deemed acceptable by the principal or his/her designee and/or the student's respective teachers, may arrange with his/her teachers for planned, independent learning activities that will make up some work which he/she will be missing.
- At the discretion of the teacher, reasonable opportunities may be provided to students who are truant to make up that portion of work missed.

How to Check Attendance?

Student Attendance can be monitored using Infinite Campus via Web or Mobile App.

- A step-by-step guide to check attendance can be found [HERE](#).
- Puede encontrar una guía paso a paso para verificar la asistencia [AQUÍ](#).

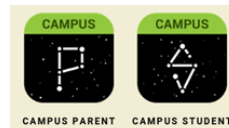


Campus Portal(link)

<https://campusportal.sweetwaterschools.org/>

If you forgot your password the application has the option to reset. "Forgot Password"

Click the "Attendance" tab on the left and then the "Day" tab in the middle.



APP (link)

<https://apps.apple.com/us/developer/infinite-campus-inc/id464352886>

If you forgot your password the application has the option to reset. "Forgot Password"

Make sure to check the "Stay Logged In" for notifications. Go to settings - "Enable" all notifications to know when you or your child is being marked absent or tardy.

Attendance Procedures:

[SUHSD Administrative Regulation 5113 \(Condensed version\)](#)

- All absences must be **cleared by parents within 30 calendar days** according to the SUHSD policy regulation code AR 5113 (D). If absences are not cleared within 30 calendar days, the student must clear absences through Saturday School.
- **“According to the SUHSD policy Regulation code AR 5113 (D, E), it has been established that it is reasonable to be absent 1 day a month (equivalent to 7 days per semester or 14 days in a school year).”** After a student has reached 7 days in a semester, absences can only be cleared with a Doctor's note or through Saturday School.

How to Excuse an Absence?

Only Parents or Guardians may excuse an absence. Please allow (5) five business days to process.

- Per district policy, you have **30 calendar days to excuse an absence**. Absences cannot be excused after this time.
- Whenever an absence occurs for **medical reasons**, please make sure to provide a **doctor's note** *within* (30) days, as these absences are coded differently.

Procedures to Clear Attendance:

1. **Leave a message** on (619) 397-2002.
Include the following: Students' legal name, Date of absence, Reason for absence, Parent/Guardian Name, Phone number.
2. **Send a note or e-mail to the attendance office** bvh.attendance@sweetwaterschools.org the following information
 - **Medical note** from a US Facility or SIMNSA if the student had a doctor visit
 - **Note** with the following information: ([see template](#))
 - Today's Date
 - Student Legal Name
 - Student ID#
 - Date of Birth
 - Date of Absence
 - Reason:
 - Parent/Guardian Name:
 - Phone Number of File
 - **IF HANDWRITTEN**, the note must be signed by parent/guardian.
 - **IF EMAILED**, the e-mail address must be on file as the parent/guardian.

Students may be excused from school only for the following reasons:

- a) Personal Illness
- b) Quarantine by county or city health officer
- c) Need an appointment for medical, dental, optometric, or chiropractic services
- d) Participation in religious instruction or exercises in accordance with District Board Policy 6114 and Administrative Regulation 6114.2.1
- e) Attendance at funeral services for members of the immediate family. One (1) day if in California, three (3) days if out-of-state.

Upon written request of the parent/guardian/caregiver, a student's absence may be excused for the following reasons:

- a) Appearance in court
- b) Observation of holiday as ceremony of his/her religion
- c) Employment interview or conference
- d) Other reasons requested in writing by the parent/guardian/caregiver and considered legitimate by the principal or his/her designee. Such absence shall have prior approval of the principal or his/her designee. A request may not be granted if such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. **Extended vacations or vacations cannot be excused.**

- e) Students who will be leaving school for 5-15 days need to contact the school for a Short-Term Independent Study contract for approval at least 3 days prior to the first day of the absence. Students will then make arrangements for class assignments with their teachers before they are absent.

How to Clear Attendance?

Unexcused absences and tardies may affect citizenship grades. Please refer to teacher Syllabi. In addition, students will be placed on the “Choices List” if they have:

- 7 or more hours of unexcused absence or verified truanancies
- 8 or more total tardies

When in person, students can clear excused, as well as unexcused, absences in Saturday School; one (4) hour Saturday School session will clear (1) one **full** day absence (6 hours of class) OR 12 tardies.

NOTE: Full day absences (excused and unexcused) will be cleared prior to single period absences or tardies.

Saturday School Guidelines

Location/Check in: Cafeteria

Timeframe: 8:00am - 12:00pm

- Students must arrive at 7:45 am for an 8:00 am start time.
- Arrival after 8am is late and students will be turned away
- Students must stay for all four hours, even if they don't need all four hours to clear attendance.
- Students that leave at the two-hour mark will receive no credit for attending Saturday School
- Students are not allowed to switch classes at break. This will result in no credit for Saturday School.
- Students may have water and can eat during break.

Make Up Work from Absences (SUHSD Reg. No. 5112.1B)

- Teachers are responsible for providing students the opportunity to make up work missed during excused absences. They may, but are not required, to provide the opportunity to make up work missed because of truancy or suspension.
- Students shall be permitted to complete all assignments and tests missed during excused absences, which can be reasonably provided and, upon satisfactory completion, shall be given full credit for their work.
- The teacher shall determine what assignments, labs, alternate labs or assessments the student shall make up.
- Tests and assignments shall be reasonably equivalent to, but not necessarily identical to, tests and assignments that the student missed during his/her absence.
- Students must request assignments within two (2) days following return from absence.
- Assignments must be completed within a period of time equal to the length of absence.
- Any exceptions to the submission of make-up work are at the discretion of the teacher.

Effect of Absences on Grades:

- If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. (cf. 6154 - Homework/Makeup Work) BP 5121(b)

GRADES/EVALUATION OF STUDENT ACHIEVEMENT:

- The Board believes that 14 days of unexcused absences per year constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es). (cf. 5113 Absences and Excuses)

School Messenger – Automated Phone Machine

General automated phone calls will be generated from the attendance file made to the student's home telephone number if the student has been absent and/or late for one or more class periods. The calls are generated between the hours of 5:00 p.m. and 9:00 p.m., Monday through Friday, based on attendance taken that day. If you have contacted the school that day to clear the absence, you may disregard the message. **In order for this system to work, it is imperative to notify the main office of any home phone number changes.**

Habitual Truancy

According to the Education Code Section 48260, a pupil who is absent from school without a valid excuse for 3 days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof, is a truant and shall be reported to the district's attendance supervisor. Students reported truant 3 or more times per school year are "habitual" truants. Habitual truants will be referred to the Student Attendance Review Board (SARB) and are subject to the suspension or delay of their driving privilege per section 13202.7(s) of the California Vehicle Code, and/or placement in an alternative educational setting.

Parent Responsibilities

Pursuant to California Education Code, it is the duty of each parent, guardian or person having control or custody of a minor, to compel and guarantee regular and prompt attendance to class. When a student is absent, the PARENT or GUARDIAN must contact the school, follow up with a written note and verify the reason for and the dates of the absence within 30 days.

Attendance Codes and Procedures

These are the most common attendance codes used by school staff and communicated to students:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>A</u> Unexcused Absence (truant) <ul style="list-style-type: none">• Parent/Guardian has only 30 calendar days to excuse an absence. Only excused reasons per Ed. Code qualifies for an excuse.• After three (3) full days of unexcused absences or 18 hours of unexcused absences, within a school year, the student is in violation of CA law for compulsory (required) attendance | <u>PK</u> Present Completed Independent Study |
| <u>AE</u> Excused Absence (illness/injury or medical/dental appointments) | <u>PQ</u> Present-Sat School-/Detention |
| <u>AN</u> Non-Ill Absence (pre approved leaves, family crisis, nonmedical appointments) | <u>PB</u> Present-Truant Sweep |
| <u>AV</u> Absence Verified as Unexcused (often called verified truant) <ul style="list-style-type: none">• Saturday School is assigned. | <u>R</u> Saturday School (AE) |
| <u>C</u> Saturday School (cleared unexcused absence) | <u>AS</u> Suspension |
| <u>NE</u> No Enrolled | <u>D</u> School/District Function (field trip, nurse, athletics, etc.) <ul style="list-style-type: none">▪ Often, an "A" code is assigned because a student did not check with the teacher before leaving for a legitimate reason. Check your attendance to clear your "A" |
| <u>P</u> Present | <u>TE</u> Tardy Excused |
| | <u>TE30</u> Excused Tardy for more than 30 min. |
| | <u>TU30</u> Unexcused Tardy more than 30 min. |
| | <u>T</u> Tardy Unexcused |

- This is the biggest reason for low citizenship grades! Be in class on time! Develop positive habits early.
- Students can make up tardies to clear their names from the Choices list by attending the SRP (Saturday Privilege Recovery Program).
- 8 Tardies can be cleared by attending 4 hours of SPRP. Students will submit proof of

attendance to SPRP to their teachers. All Tardies must be cleared through arrangements with the classroom teacher. The code will be changed to a “PQ” code.

I Unverified absence

Saturday Privilege Recovery Program (SPRP)

Students will have the opportunity to sign up or be assigned by the administration, to attend SPRP. Students may attend for the following:

- Attending all 4 hours, clears 8 tardies. You must attend all 4 consecutive hours per session.
- A maximum of 16 tardies can be cleared in a six week grading period.
- By clearing tardies, student's name may be recovered from the Choices List.
- Teachers can send students to SPRP to clear tardies if they don't attend their classroom detention.
- You **CANNOT** attend Saturday School (for absences) and SPRP (for tardies) on the same Saturday.
- The school determines which periods and dates will be cleared; form the oldest to the newest in the semester. They cannot be student directed for a single period.

Tardy Policy

The intent of this policy is to hold students accountable for being late to class because tardiness is disruptive to the educational process. We also understand the reality of students and parents being late is at times unavoidable. **Continuing this year, citizenship grades criteria will include tardies and unexcused absences.**

1. Teachers will review their classroom tardy policy at the beginning of the semester via their class syllabus. (Also during Open House)
2. Teachers may hold after school detention in their classrooms to make up tardies.
3. Lates to school will not be excused for parent's/guardian's error. Students will have to accept the consequences. It is the family's responsibility to get the student to school on time and on a regular basis.
4. Employment is not an acceptable excuse for missing teacher detentions or SPRP.
5. If a student is receiving multiple teacher detentions from different teachers, this is a higher level problem and the Assistant Principals will intervene.
6. Students who have 6 Lates (L) or more to Period 1, in a six week grading period, may be reassigned to start school Period 2 if classes are available.
7. After the 7th overall tardy, students who fail to clear tardies by the first grading period will be placed on the Choices List.

Off Campus Permits

BVH is a closed campus and students may not leave campus without a signed off campus permit. Once a student's classes for the day begin, the student must remain on campus until the end of the school day. Students are not to leave the immediate boundary (gates surrounding the buildings) of the campus without an off-campus permit from the Attendance Office or Nurse's Office. This means students cannot leave campus to get lunch and return to classes. Saturday School, and other consequences will be assigned to students who violate this regulation. Students are prohibited from jumping over fences.

Here is how to obtain an off campus permit for routine appointments:

Method A

1. Student drops off a **signed** note from the parent or guardian at the attendance office first thing in the morning stating the reason, date and time the student must leave. A student's first and last name should be printed as well as a telephone number to verify notes if deemed necessary.
2. The off campus pass will be sent to the student's class prior to the time of departure.
3. Students must sign out in the main office when he/she leaves campus, even if the nurse sends the student home.

Method B

1. The parent/guardian on record can come in person to take their child from school for excused reasons and sign the permit. Students will only be released to parents/guardians who are authorized on file. The main office must be notified immediately of any permanent or temporary changes.

Failure to get an off-campus pass will constitute an unexcused absence, and all provisions of the attendance policy will apply. In emergency situations, students are required to come to the office and an administrator will call the parent or guardian for permission for the student to leave and establish with whom.

Parents are advised not to bypass the school's procedures: THIS IS FOR YOUR STUDENTS' SAFETY. DO NOT TAKE YOUR STUDENT FROM CAMPUS WITHOUT AN OFF CAMPUS PERMIT. No retroactive calls to excuse negative attendance codes will be accepted if procedures are not followed.

WE STOP ISSUING OFF CAMPUS PERMITS TO LEAVE AT 3:20PM.

Out of Class/ Hall Pass

A student who is in class when the bell rings with all required materials for the day is more likely to experience academic success. To encourage this behavior, only one person may leave from class at a time and must have appropriate pass from staff. A Student ID Card is REQUIRED for use of the Hall Pass. Have books and folders in hand before entering class or you may not be released by the teacher. **Teachers should release students on hall passes during the first 10 minutes and the last 10 minutes of class.**