



Attendance Procedures

Reporting Absences

We offer several ways for you to report your child's absence. Please complete **only one** of the options below:

1) Infinite Campus (Future or Same-Day Absences Only):

Go to *More* → *Absence Request*.

Note: Absences cannot be submitted retroactively in IC.

The screenshot shows the 'Create Request' form in the Infinite Campus portal. At the top, it says '< More | Absence Requests'. Below that is a 'Create Request' header. A blue banner states: 'If your student is not available in the list, contact a school administrator.' Underneath, it says 'Select the students you wish to submit an absence request for' and shows a checked box for 'Mark Aagard (Grade: 12)'. The 'Excuse (Required)' dropdown is set to 'Vacation'. The 'Absence Type (Required)' section has three options: 'Full Day Absence' (selected with a radio button), 'Arrive Late', and 'Leave Early'. The 'First Day (Required)' is '10/31/2024' and the 'Last Day (Required)' is '10/31/2024'. The 'Number of Days' is '1'. There is an 'Upload Document' section with a 'Select files...' button and a 'Drop files here to select' area. Below that is a 'Comments (Required)' text area. At the bottom are 'Submit' and 'View Requests' buttons. The entire form is labeled 'Portal Absence Request Tool Example' at the bottom.

2) ParentSquare (Past Absences):

Submit a request through ParentSquare to clear a previous absence.

3) Phone Call:

Call the Attendance Office at **951-253-7222** and leave a detailed message

4) Written Documentation:

Drop off a parent/guardian note or doctor's note in the Attendance Office.



School Day & Bell Schedule

- **Period 1 begins at 8:30 a.m. (outside of Wednesday late start)**
 - **Passing periods are 6 minutes**, giving you enough time to move between classes.
 - **School dismissal is at 3:30 p.m.**
 - Students should exit campus unless they are participating in sports, tutoring, clubs, or other approved activities.
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Tardy & Late Arrival Procedures

- **First Period Tardy:**
 - Students arriving after the 1st period tardy bell must check in at the Attendance Office for a late slip before going to class.
 - Student drivers arriving after the 1st period tardy bell must enter through the 300 Gate, inform the campus supervisor, and then report to the Attendance Office for a late slip.
 - **Late to Any Period:**
 - Teachers will mark students tardy if they arrive after the bell.
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Leaving Early

- **A parent/guardian or approved emergency contact must:**
 - Come inside the Attendance Office
 - Show a valid ID
 - Sign the student out.
 - Preferred checkout times 9:30 am to 2:30 pm
 - Students will be called to the Attendance Office and must exit through that office.
 - **Parent Notes:** Starting in 2025–26, parent/guardian notes will no longer be accepted.
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Early Campus Release

- Students with **Early Campus Release** are not permitted to remain on campus during their release periods.
 - **Early Release Students** may exit through the following locations by showing their Campus Release card:
 - **Student Parking Lot, 300 gate** – Campus Supervisors
 - **Flagpole Area** – Administration (only during lunch)
 - **Main Office** – Ms. McCready
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Short-Term Independent Study

- Students missing **3 or more consecutive days** (e.g., travel, family emergency, funeral) must request **Short-Term Independent Study** in advance through the Attendance Office.
 - Completed assignments will excuse absences.
 - Students may use a maximum of **15 days per school year**.
 - **Call the Attendance Office** to arrange Short-Term IS, **951-253-7222, Ext 2 or 3**.
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Extreme Saturday Program

- Select Saturdays, **8:00 a.m. – 12:15 p.m.**
 - One Saturday session clears **one full day of absence**.
 - See Mr. Weismann in room 506 for details
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Student Tardies

The following consequences apply to students who accumulate multiple during the designated timeframe:

- **5th Tardy** – Lunch Detention
- **7th Tardy** – Lunch Detention
- **9th Tardy** – Lunch Detention
- **11th Tardy** – Lunch Detention
- **13th Tardy** – Lunch Detention
- **15th Tardy** – Lunch Detention

****Detentions and other disciplinary consequences will continue to be assigned after the 15th tardy.**



Lunch Detention Information

- Held **on Tuesdays, Thursdays, and Fridays** in **Room 707**.
- Students must report directly to Room 707 to check in.

Notifications and Requirements

- Students will receive a weekly notification if they have been assigned lunch detention.
- Detention must be served by the end of the week they are assigned.
- Failure to serve detention will result in progressive discipline.

Regular Day Bell Schedule

	Start Time	End Time	Length
0 Period	7:26 AM	8:24 AM	58 min
1st Period	8:30 AM	9:28 AM	58 min
2nd Period	9:34 AM	10:34 AM	60 min
BREAK	10:34 AM	10:44 AM	10 min
3rd Period	10:50 AM	11:48 AM	58 min
4th Period	11:54 AM	12:52 PM	58 min
LUNCH	12:52 PM	1:22 PM	30 min
5th Period	1:28 PM	2:26 PM	58 min
6th Period	2:32 PM	3:30 PM	58 min
7th Period	3:36 PM	4:34 PM	58 min

Wednesday Late Start Bell Schedule

	Start Time	End Time	Length
0 Period	7:37 AM	8:24 AM	47 min
1st Period	9:35 AM	10:22 AM	47 min
2nd Period	10:28 AM	11:18 AM	50 min
BREAK	11:18 AM	11:28 AM	10 min
3rd Period	11:34 AM	12:21 PM	47 min
4th Period	12:27 PM	1:14 PM	47 min
LUNCH	1:14 PM	1:44 PM	30 min
5th Period	1:50 PM	2:37 PM	47 min
6th Period	2:43 PM	3:30 PM	47 min
7th Period	3:35 PM	4:24 PM	49 min