

Attendance Policies



Unexcused Absence, Truancy, and Tardy Policy

Irregular attendance is one of the major causes of failure and problems for high school students. Students are required to arrive to class on time to prevent disruptions. Daily punctual attendance maximizes quality learning time and student success. The parent/guardian will be notified by a recorded phone message any time their student has been marked absent from a class. Unexcused absences, truancies, and tardies are assigned a point value based on the following criteria:

1 point Unexcused Absence - Examples of unexcused absence include vacation, oversleeping, car trouble, driver test, out-of-town visitors, weddings, missed bus, personal/business reasons, out of gas, traffic citations.

2 point Truancy - Absent without permission, not clearing legitimate absence within three (3) school days, leaving campus during the school day without prior permission.

1 point Tardy - A student who is not in his/her assigned seat when the bell rings is considered tardy.

During the semester a 6-12 point system is utilized to notify parents of students who are excessively absent and/or tardy. If a student reaches the point totals below for reasons other than excused absence(s), the action noted will be taken:

6 points - Parents will be notified by letter from the Attendance Office.

12 points - Student will be placed on an attendance contract. Parent will be notified of the action and may discuss unique circumstances.

When a student obtains a total of 12 attendance/tardy points, a conference is held by the Assistant Principal/Supervision with

the student. The student is placed on an attendance contract. The parent is informed of the action and provided with a copy of the contract.

Contract violation: Student will be withdrawn from the class with a subsequent loss of credit and a letter grade of "F". Parent will be notified by the Assistant Principal/Supervision's Office.

Note: Total Attendance Policy does not replace but works in conjunction with the Unexcused Tardy Procedures Policy.

Unexcused Tardy Procedures Policy

A student who is not in his/her assigned seat when the tardy bell rings is considered tardy. If the student arrives more than 15 minutes into the period, he/she must check into the Attendance Office and receive a re-admit slip before going to class.

It is a reasonable expectation that in order for a learning activity to exist, students must arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help insure that students arrive to all classes punctually, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent, teacher, and administration. Tardies are recorded every day in every class period. Tardies are assigned a point value.

1 point Unexcused tardy

Tardy

Steps Action

- 1 Teacher notifies the student of the unexcused tardy.
- 2 Teacher notifies the student of the unexcused tardy.
- 3 Teacher assigns the student to detention. A computerized letter is sent to the parents to notify them of the student's status.

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- 4 Administrator assigns the student to Saturday School after the teacher has notified the Administrator of the student's 4th tardy by sending the student to the Supervision Office on a referral.
- 5 The student is placed on a Behavioral Contract which states that further unexcused tardies will constitute defiance of authority and will result in the actions outlined below. Parents are notified of the contract terms and invited to review the student's records by the Assistant Principal/Supervision. (No need to send a referral; computer prints out the contract).
- 6 A "U" in citizenship is assigned to the student grade for the semester. Teacher notifies parents of student's status by phone call or during a conference. (The teacher must notify the Administrator after three unsuccessful attempts to contact the parent within five working days. It then becomes the responsibility of the Administrator to contact the parent.)
- 7 The student's grade is lowered one letter grade for the semester as specified by the Behavioral Contract. Parents are notified of this action by the teacher.
- 8 The 8th tardy violates the terms of the Behavioral Contract and constitutes further defiance of authority, and the student is dropped from the class with a "WF" and parents are notified. The teacher will send the student to the Assistant Principal/Supervision's office on a referral.

It is the responsibility of the school to follow the procedures outlined above. The consequences of unexcused tardies will not be

moved to the next step unless the action of the previous step has been verified.

Please note that one point is assigned for each classroom tardy. Tardy points will be counted as part of the district's Attendance Policy (12 points). If a student exceeds the 12 point Attendance Policy in any class the student will be withdrawn from the class with a subsequent loss of credit and a letter grade of "F". Parent will be notified by the Assistant Principal/Supervision Office.

(BP/AR 5113)

Readmit Process After Absence

1. (a) When a student has missed a class or classes, that student must take a dated note from the parent/guardian to the Attendance Office explaining the reason for that absence. **The note is to be written and signed in the parent/guardian's hand and must include: student's name, date of absence(s) and reason for the absence.** The "re-admit" slip that the student receives must be presented to the teacher of each class missed. If the student does not have a note, she/he must still obtain a truant readmit from the Attendance window.
2. **Students should plan to arrive early to the Attendance office the day following the absence. No excused tardies will be issued.**
3. Starting the day the student returns to school, he/she has only three school days to bring a dated note signed by the parent/guardian explaining any absence. After three days, each absence will be counted as a truancy, regardless of the actual reason for the absence. Saturday School assignments will be made.
4. **A student who has forged a note** to obtain a readmit may clear future absences ONLY by having the parent/guardian telephone the

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Attendance Clerk by 10:00 a.m. on the day of the absence. The student will be assigned a Saturday School for forgery.

5. A student who misplaces the readmit slip will be issued a replacement and assigned a detention. A student will receive no more than one replacement copy of a readmit per semester.

Leaving Campus During the School Day

1. Any student who becomes ill during the school day must report to the Attendance Office. As student's parent, guardian, or other responsible adult listed on the emergency card must be contacted by the office to pick up the student.
2. A student who does not get a permit to leave must obtain a "truancy readmit" and will be assigned to Saturday School. No student is to leave campus at any time during the day without the approval of the Attendance Office so we may contact a parent/guardian. We cannot accept a note from home or phone call from the parent/guardian the next day to excuse an absence leaving the campus without going through the office first.
3. **11th and 12th grade students who leave at lunch and do not return to school after lunch, must have a parent immediately call the attendance office between 1:00 p.m. and 3:00 p.m. that day to excuse absences from per. 6 & 7. If this is not done, the student will be considered truant. A limit of six (6) phone calls per semester will be allowed.**
4. If an accident or injury occurs during the school day, no matter how minor, the student must report to the Attendance Office.

Early Dismissals

1. **All students must be cleared with the Attendance Office before they leave campus during the school day.**
2. **A STUDENT WHO MUST LEAVE CAMPUS FOR AN APPOINTMENT BEFORE THE END OF THE SCHOOL DAY MUST BRING A NOTE FROM THE PARENT/GUARDIAN.**
3. Notes for Early Dismissals must be dropped off before 8:00 am for phone confirmation. A detention will be assigned for any note arriving after 8:00 a.m. A student will then receive an "Early Dismissal" pass from the Attendance Office at snack period or between classes. Students are never to leave class to pick up an early dismissal. If no contact or confirmation can be made, the student will not be allowed to leave school.
4. Failure to get this "Early Dismissal" pass before leaving will result in a truancy for each class missed. The student is to show this "Early Dismissal" to the teacher whose class the student leaves. When visiting a medical office, the student must return a stamped note from that office.

Extended Absences:

Families leaving on vacation that require their student(s) to miss school must provide a written note to the Attendance Office at least five days prior to the absence. The student(s) will get class assignments for the days to be missed. When the student returns, the teacher will "sign-off" homework completed and the absences will then be excused. All assignments are due the day the student returns from vacation. Vacations taken without advance paperwork completed

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and teacher sign-offs will be considered unexcused absences.

Work Make-up Provisions Following Absences:

1. Normally, assignments are sent home only for extended absences. Call the receptionist to arrange for homework for absences three days or longer. Homework requests for multiple-week absences are made through the *Guidance Office*.
2. Students have the right to make up assignments with no loss of credit for excused absences and it is the student's responsibility to make the arrangement for these assignments. A student will be allowed two days for each day of absence to make up assignments and/or tests given during the period of absence. This also applies to lab-type assignments that shall be made up through an individual arrangement with the teacher. **However, the student whose first day of absence is the day of the test will take the test on the day he/she returns to class.** Additional time may be given at the teacher's discretion.
3. Assignments made prior to an absence will be given no additional time, but are due on the day the student returns to class. Additional time may be given at the teacher's discretion. The exception to this rule is the long-term project/assignment which will be due on the original due date when advance notice of the due date has been given by the teacher.
4. In cases of unexcused absences, students may be allowed to make up assignments at the discretion of the teacher.
5. In cases of a suspension from class, students have the right to make up assignments with no loss of credit at the discretion of the teacher. The teacher has the option to not assign/accept assignments for suspensions.

6. In cases of truancy, students forfeit the right to make up assignments and lose all credit for assignments due.

Period One Class Policy:

It is imperative to have students arrive to class on time and attend class on a consistent basis in order for a learning activity to exist. This notice pertains to Period 1 that runs from 7:00 - 7:55 am. This is an ongoing concern with students arriving tardy to class and having inconsistent attendance. There have been some justifiable reasons for this, such as doctor and dental appointments as well as illness. The problem that exists concerns students getting up late and missing class or arriving late. The students accumulate an unreasonable number of absences and cause a disruption to the learning process of themselves and others.

Getting to class is the responsibility of the student. Enrollment in a Period 1 class is considered a privilege, not a right. A student will not be eligible to register in a Period 1 class if the following occurs:

1. Student has a combined total of 12 absences/tardies to Period 1 class in a given semester (e.g., 6 absences; 6 tardies).
2. Student has been withdrawn from the class due to a tardy or attendance contract violation.
3. Student is placed on a 12-point attendance contract for first period that is inclusive of unexcused and/or truancy or has been withdrawn from the class due to contract violation.

OR

1. Student has a combined total of 12 absences/tardies to Period 2 class in a given semester.
2. Student has been dropped from period 2 class due to a tardy or attendance contract violation.

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3. Student is placed on a 12-point attendance contract for second period that is inclusive of unexcused and/or truancy or has been withdrawn from the class due to contract violation.

A student who violates any of the above mentioned for Period 1 or Period 2, may not enroll in a Period 1 class for the following semester.

If there are no attendance concerns for Period 1 or Period 2 during this probationary period (semester), the student will be given an opportunity to re-enroll in a Period 1 class after one semester of probation.

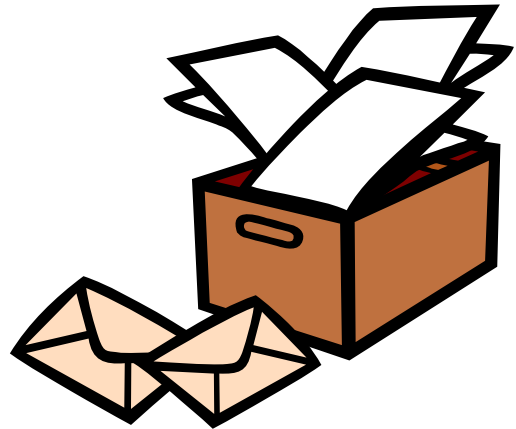
We understand that many students begin their school schedule early so they are able to work; therefore, we encourage our students to adhere to this policy so their work schedule doesn't have to change. We strongly feel that school and attendance should be the student's first priority.

We thank you for your continued support. If you should have any questions, please don't hesitate to contact the Assistant Principal/Discipline.

Miss a day.
Miss a lot.

Emergency Cards

Every student must have an emergency card on file in the office. Only those people listed on the card have permission to release a student from school, and accurate contact information is critical in an emergency situation. New cards must be filled out promptly when address or phone information changes.



“80% of success in life is just showing up!” Woody Allen

Be There!

Be On Time!

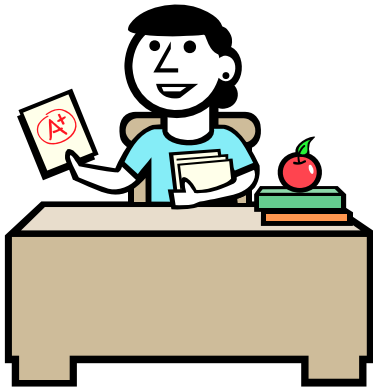
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Health Office

The Health Office is located behind the Attendance Office.

Sick or injured students who are leaving school **must be signed out in the Health Office for safety reasons**. Students are not allowed to meet parents/guardians in the parking lot. Students leaving school due to illness will not be allowed to walk home or take the OCTA Bus without administrative approval.



Medication at

School: Students who need to take prescription medications at school must have the appropriate form filled out and signed by their doctor and a parent. Medications are locked in the Attendance Office and dispensed at the appointed time. Students are not allowed to carry medications.



Extracurricular Participation Requirements

Students absent from school on days of competition are not eligible to participate; e.g., a student absent all day cannot participate in an evening football game. A student must attend school on the day of the competition, performance, or dance for at least a minimum of 240 minutes. Any exceptions to this policy are subject to the discretion of the principal.

Poor attendance or excessive discipline problems may restrict participation in extracurricular activities including dances and special events.

Make School Count

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