

Attendance Procedures:

With the passage of SB727 effective July 1, 1998, the State of California will no longer recognize excused absences for the purpose of determining ADA funding. All absences are considered unexcused. The goal of this bill is to increase actual attendance. The most important factor for success in school is regular attendance. However, we realize that there will be times when you will be absent. Therefore, the following rules have been established. If you have been absent from school, you must obtain an Admit Slip before you are allowed to return to class. Admit Slips are issued at the ASB window before school and your note must contain the following information:

- 1. Date note was written and student's name
- 2. Number of days and exact dates the student was absent
- 3. Exact reason for absence (Appropriate verification to make up homework).
- 4. Signature of parent or guardian (Signed appointment card verifying time and date).
- 5. Phone number where parent or guardian can be called that day

Waiting in line for an Admit Slip is not an excusable reason to be tardy. Admit Slips are issued beginning at 7:30 a.m. Get them EARLY. Losing an Admit Slip and getting an extra copy in the office is not an excusable tardy. Detention will be assigned to those who fail to follow this procedure!

LEAVE OF GROUNDS—BLUE SLIP

If you need to leave school before the end of the school day for any reason, you must first report to the attendance office and get a blue slip. Failure to get a "Blue Slip" prior to leaving campus will result in a cut. A Blue Slip is issued at the Office. If you are away from school on a leave of grounds permit you must have your copy of the Blue Slip signed by your parents, a doctor, dentist, or other responsible adult and return the copy to the attendance office as

soon as you return to school. At this time an ADMIT SLIP will be issued to you explaining the reason for your absence. If you fail to have your copy of the leave of grounds signed, a cut note pending will be issued until the signed copy is presented to the attendance office. If you leave at lunch time and do not return for afternoon classes, you will receive an automatic CUT unless your parent/guardian calls prior to 12:20 p.m. to excuse you.

“STUDENTS ABSENT FOR ANY PORTION OF THE DAY MUST REPORT TO THE ATTENDANCE OFFICE UPON THEIR RETURN PRIOR TO ATTENDING CLASS OR PARTICIPATING IN SCHOOL ACTIVITIES”

No absence may be cleared after 12:20 p.m. on the day of the absence.

To report an absence call: 822-5161 ext. 243

SPECIAL PERMISSION

There may be times when your parents or guardian may feel that it would be desirable for you to miss school for other than valid reasons. If this situation arises, your parent or guardian may, (at the discretion of the Administration), receive special permission for you to be absent. If special permission is granted, you may make up your homework as if it were a valid absence. Special permission must be granted in advance.

ABSENCES REGARDING EXTRACURRICULAR ACTIVITIES

Special Permission to participate must be obtained BEFORE 8:30 a.m. on the day of absence.

If you are absent any portion of the school day for any reason without having been granted Special Permission, you are not allowed to participate in any extracurricular activity that day. This includes athletics, cheerleading, drama, and any class or club activity.

CORRIDOR PASS

Teachers may issue a corridor pass for various justifiable reasons. This privilege will be revoked if abused. Members of the staff will, from time to time,

check students who are out of class on passes to see if their excuses warrant the time missed from class. Students out of class without a pass may be assigned after school detention.

VISITOR'S PASS

All visitors, during school hours, must obtain a visitor's pass from the main office and are expected to adhere to the same rules of conduct as set forth for students. Students who want to bring visitors to school during the regular school day must receive permission from the Administration at least one day in advance. Please see the Vice Principal for criteria.

TRANSFERRING OUT OF SCHOOL

If you leave school permanently due to moving away, entering the service, or enrolling in another school, go to Mrs. Ehrk's office and obtain a "check-out" slip. This will be issued only after written notification has been made to the school by your parents requesting the transfer, stating destination and time of departure. The withdrawal must be signed and returned to the attendance office. Falsification of a note or any other school form is grounds for immediate suspension.

VALID ABSENCE (Allowed to make up any missed assignments.) Absences due to your personal illness, doctor appointments, dental appointments, court or funeral of a member of your immediate family will be classified as valid IF, and only if, the following criteria are met:
Illness 1 or 2 days Verified by parents.
Illness 3 or more days may require verification in writing by doctor office.
Medical Appointment may require verification in writing by doctor

office.

Funeral Verified by parents.

If you fail to verify your absence, you will not be allowed to make up missed assignments.

INVALID ABSENCE (Not allowed to make up any missed assignments.)

If you are absent for other than valid reasons, you will not be able to make up school work missed during the absence

TRUANCY ABSENCES

If you are absent without the knowledge and consent of your parents, you will receive a TRUANCY ABSENCE (CUT) and will be subject to the following penalties:

- 1. Current citizenship attendance credits will be lost.
- 2. Possible loss of full day class privileges.
- 3. Classwork missed because of truancy absences cannot be made up.

CUT NOTE PENDING

If you do not bring a note stating the reason for your absence which is signed by your parent or guardian, you will receive a cut-note-pending. If you do not clear the cut-note-pending the next time you return to school, you will be assigned one hour of detention. If you do not clear the cut-note-pending within three (3) days, the absence will become a cut, your quarter attendance will be lowered 50% and you will be assigned one hour of detention for each class period missed.