

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
2. Absence caused by illness, health condition, family emergency, or religious purposes. When possible, the parent or guardian is expected to notify the school office prior to the absence. If not explained by a call, the parent or guardian should send a signed note of explanation with the student upon his/her return to school. A parent or guardian may request that a student be excused from attending school in observance of a religious holiday.
3. Absence for parental or guardian-approved activities. This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent or guardian.
4. Absence resulting from disciplinary actions or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom.

Extended illness or health condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent or guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent or guardian request.

Unexcused absences

Following each unexcused absence the school will make an attempt to call the parent or guardian of the student.

Tardiness

Arriving on time to each class is an expected behavior. Tardiness may result in school-based disciplinary action and potential referral to the juvenile court.

Tardiness Procedures and Regulations

Tardiness will be considered by the school authorities as very detrimental to the welfare of the offending individual and a serious offence against the school government. The school will attempt to inform the parents or guardian after it is known that a student’s tardiness is excessive.

Elementary students are considered tardy five minutes after the first bell rings. A pattern of excessive tardiness will result in notification to parents or guardians, and possibly disciplinary action, or referral to juvenile court.

High School and Middle School students are considered tardy if they are not in class by the time the bell rings.

High School Guidelines per Trimester:

- 5-10 Tardies 2 after school detentions or Wednesday morning detention (2 hours 7:30-9:15 am)
- 15 Tardies Saturday School or 2 Wednesday morning detentions (4 hours) and referred to an administrator.
- 30 Tardies 2nd Saturday School, parents will be contacted, and referred to an administrator.
- 45 Tardies 3rd Saturday School and referred to an administrator.
- 60 or more Tardies 2 days In-School Suspension

Failure to attend Saturday School also results in In-School Suspension.

Early Dismissal from School

Early dismissal will be granted for the same reasons allowable for legal absences. Students are encouraged to schedule appointments with their licensed health care practitioner other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible, or during study halls, if there is enough time.

To obtain an early dismissal slip, students should bring a written note signed by the parent or guardian requesting permission to leave and stating the reason for early dismissal. If the student returns the same day, he/she must pick up an admit slip from the Attendance Office before returning to class.

Truancy Procedures and Regulations

Truancy defined

The willful absence of a student from school without the consent or knowledge of the parent or guardian, or school authorities, and/or absence without leave for reasons unacceptable to the school authorities.

The school will make an attempt to inform the parents or guardian immediately after it is known that a student is truant. This will be done by a telephone call or by direct contact at the home by the attendance clerk.

If a student fails to attend school without valid justification the school shall:

1. Inform the student's parent or guardian by a notice in writing or by telephone that the student has failed to attend school without valid justification after one unexcused absence within any month during the current school year;
2. Schedule a conference or conferences with the parent or guardian and student at a time and

place reasonably convenient for all persons included for the purpose of analyzing the causes of the student's absences after two unexcused absences within any month during the current school year. If a regularly scheduled parent or guardian-teacher conference day is to take place within thirty days of the second unexcused absence, then the school district may schedule this conference on that day; and

3. Take steps to eliminate or reduce the student's absences. These steps shall include, where appropriate, adjusting the student's school program, or school, or course assignment; providing more individualized or remedial instruction; preparing the student for employment with specific vocational courses or work experience, or both, and assisting the parent or guardian or student to obtain supplementary services that might eliminate or ameliorate the causes for the absence from school. If action taken by a school is not successful in substantially reducing a student's absences from school, any of the following actions may be taken after five or more unexcused absences during the current school year: (1) The attendance officer of the school district, through its attorney, may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation by the parent or guardian; or (2) a petition alleging a violation by the student may be filed with the juvenile court by the parent or guardian of the student or by the attendance officer or the district, through its attorney, at the request of the parent or guardian. Any person violating any of the provisions of the law shall not be fined more than twenty-five dollars for each day or unexcused absence from school. However, a student found to be in violation of the law shall be required to attend school and shall not be fined. If the student fails to comply with the court order to attend school, the court may order the student punished by detention or may impose alternatives to detention such as community service hours or participation in dropout prevention programs or referral to a community truancy board, if available.

Because truancy is detrimental to the welfare of the offending individual student, disciplinary action will be taken by the school to require regular daily attendance. Disciplinary action may range in consequence from probation, detention, community service, in-school suspension, suspension, expulsion, and/or court action. All suspensions and expulsions shall be reported to the superintendent.

Make-Up Assignments and Incompletes

1. After an excused absence from class, the student has the responsibility of seeing his/her teachers outside of class time to acquire assignments missed and to get help as needed;

Class participation and oral work, such as discussion, explanations, etc., are difficult to make up. Teachers try to be reasonable in giving credit for work missed because of absence. Promptness in making up work is important. It should be completed within one week after absence, as a rule;
2. Under a parent or guardian-authorized excuse, credit will be allowed for work made up in advance of absence. Oral work, discussions, explanations and participation are of such a nature that teachers may not be able to assume responsibility to the student for the class work missed. After emergency absences marked "parent or guardian authorization," the student will have the opportunity to make up all work, including tests, after he/she comes back; and
3. After a prolonged or brief absence near the end of the quarter, a grade of "incomplete" may be given to allow the student time to make up the assignments missed. The "incomplete" is to be made up within two weeks after report cards are issued. In unusual cases, an extension of time will be granted by the office upon application.

Students in regular attendance may not receive a grade of "incomplete."

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policies 3300 through 3332.)