

ATTENDANCE NORMS

Regular and punctual attendance at school is essential for academic success. Absences interrupt the smooth and complete process of learning. Students are urged to develop strong, positive attendance records. However, it is understood that situations may arise causing a student to be absent. In those instances, the following definitions and procedures should be followed by both parent and student.

Absence Procedures:

When a student is absent, the parent/guardian must clear the absence by either calling the Attendance Office (562) 694-2983 between 7:30 and 9:30 a.m. on the day of the absence or sending a note with the student to the Attendance Office on the first day back to school following the absence. **Failure to verify a student's absence within 72 hours will result in a student being marked truant and no changes are able to be made to the attendance record thereafter.** Whether calling or writing a note, please identify your student's name, the nature of the absence and the length or anticipated length of absence.

When circumstances demand a student be absent in the foreseeable future, parents/guardians should advise the Attendance Office in writing prior to the absence. If the absence is to be of a length longer than three days, parents must also advise the Dean of Student Life, as well as, provide verification from a licensed medical or dental professional. Students should make arrangements with teachers to get any school work in advance.

Types of Absences:

Verified Absences: Verified absences are those that parents/guardians have reported to the Attendance Office and cleared within the 72 hours from the date of each absence. There are two categories of **Verified Absences**. They are:

- **Excused:**
 - Examples of verified excused absences (not limited to) are illness, doctor/dentist appointments, physical therapy, funerals, bereavement, court appearances, weddings. Documentation may be required for an absence to be excused.
- **Unexcused:** Unexcused absences are absences that have been verified by a parent/guardian within 72 hours but is not considered an excused absence. Teachers are not required to accept late work from a student with an unexcused absence.
 - Examples include vacation, over-sleeping, car trouble, driver's test, out-of-town visitors, missed the bus, personal/business reasons, out of gas, or traffic citations.

Unverified Absences: Student absences that are not verified within 72 hours from the date of each absence will be unverified resulting in a truancy.

- A truancy is defined as an intentional unauthorized absence from school or class period. A truancy may be a single period, multiple periods, or the entire school day. Students that leave campus without properly checking out of school will be marked truant..

*** Note: All absences whether Verified EXCUSED/UNEXCUSED and Unverified are calculated into a student's semester attendance record.**

Excessive Absences:

When a student has accumulated **4** absences in a semester (including both excused and unexcused), a letter will be mailed to parents/guardians. Parents/Guardians should use this correspondence as a reminder that attendance is important, and should make attempts to limit future absences.

When a student has accumulated **7** absences in a semester (including both excused and unexcused), parents/guardians will receive a second letter reminding them of the potential consequences of acquiring more absences. In some circumstances, parents will also receive a telephone call from the Dean of Student Life or the student's advisor. A meeting with parents/guardians may be necessary to develop a plan to ensure student attendance.

When a student has accumulated **10** absences in a semester (including both excused and unexcused) that student will receive a 10% grade reduction on their semester grade, as well as receive a final letter detailing the consequences of accumulating 15 absences.

When a student has accumulated **13** absences in a semester (including both excused and unexcused), all credit will be lost for the class in which the absences have occurred. If this were to occur the student will receive a N.C. (No Credit) on their transcript.

- If there are documented medical reasons for the need to be absent please communicate that with the Dean of Student Life and the school nurse.
- A student may appeal to the Dean of Student Life and the Student Attendance Review Committee, requesting a waiver of the Excessive Absences Policy. Waivers will only be granted in extreme circumstances.
- If a student must withdraw from school for a specific medical reason, (as approved by doctors, family, and advisors) the student will receive a grade of either Pass/Fail if the withdrawal is after the 15th week of a semester. If the withdrawal takes place before the end of the 15th week, said student will be required to repeat those classes upon their return.

Make-up Work from Absences:

All make-up work from verified excused absences is the student's responsibility and arrangements must be made with the student's teachers. In regards to verified unexcused absences, all assignments missed is at the sole discretion of the teacher.

With unverified Absences/Tuancies students will not be allowed to make-up missed work and/or will receive a 0 on assignments, quizzes, and tests.

When an absence is due to a school-related activity (including athletic games and competitions), all work must be turned in on the first day back from the absence.

Long-term assignments such as research papers or book reviews must be submitted early or on the assigned date regardless of attendance. For these special assignments, failure to present the assignment may result in grading penalties.

Tardies:

Tardiness interrupts and delays class instruction. Interruptions take away from the learning experience of the students and teacher in the classroom.

A **TARDY** is defined as not being in an assigned seat when the bell to begin class rings. A tardy becomes an absence when a student arrives more than 15 minutes late to the first class of the day, or arrives more than 5 minutes late to any other subsequent class thereafter.

However, students arriving late to school due to a medical/dental appointment will not be charged with a tardy provided they present a doctor/dentist note at the time of their arrival to the Attendance Office.

Tardies will be tracked on a cumulative total.

Typical Protocol for Tardies (for all Periods of the day):

Step 1: Teacher stands outside classroom with a welcoming smile, when late bell rings, teacher closes their classroom door. Teacher takes attendance.

Step 2: Student arriving late to class will be allowed into classroom only after receiving an admit slip from the Attendance Office. Attendance secretary will change 'A' to 'T' for tardy. If a student is more than 15 minutes late to the first class of the day they will be marked "Unexcused". If they are more than 5 minutes late to any other class they will be marked as "Unexcused".

Step 3: The Attendance secretary will keep track of tardies cumulatively and give the proper consequence when reached.

Tardy Consequences:

# of Tardies per Period (Semester)	Consequence
1-4	Verbal Warning
5-8	Detention
9-11	Saturday School Detention (2nd Saturday of month)
11 or more	Loss of student privileges