

La Mesa Junior High School

Attendance Policy 2019-20

Reporting Absences - Please call the school at **250-0022** between 8:00 a.m. and 10:00 a.m. on each and every day your child is absent. Automated telephone calls go out every night to make you aware your student has 2 or more periods of uncleared absences. The attendance office voice mail is available 24 hours a day. You may leave a voice message to clear a student's absence or tardy. Please include your child's name, date of absence/tardy, reason, and a phone number to reach you in case of any questions. **After three days, an uncleared absence is recorded as a truancy and student is assigned a Saturday School.**

*If someone other than the parent is to pick up the student early for an appointment, a note from the parent must be given to attendance the morning of, with the name of the person who is picking up the student. The names listed as emergency contacts in Infinite campus are for EMERGENCIES and do not designate persons authorized to pick up a student. Classrooms will **not** be interrupted after lunch during S.S.R. (Sustained Silent Reading) 1:14 – 1:29 p.m.*

Late Arrivals – The main gate closes at 8:45 am. Students arriving late need to report directly to the attendance office for a tardy pass. Teachers will handle 1–4 tardies in class. Students will be marked tardy if they are not in their seat when the second bell rings. Any student with 5+ tardies will be referred to administration who will then assign school consequences. **Unverified absences of more than 30 minutes will be marked as truancy and student will be assigned school consequences.**

Off Campus Passes - If your child needs to leave school early, please have him/her bring a note to the attendance office before school or during brunch. This will enable your child to meet you in the office at the designated time. We understand that some appointments are made at the last minute. If at all possible, try to schedule your pick-up between classes to minimize interrupting class instruction. If a child does not bring a note, you **MUST** come into the office and should expect a delay of 10-15 minutes. Students will not be sent for until a parent or guardian has signed him/her out at attendance. Student service delivers the summons to classes and, therefore, are unable to deliver a summons the last five minutes of each period. **If the student is in PE before lunch or the last period of the day, a summons will not be delivered the last 15 minutes of the period.**

Messages to Students – If you need to contact your child during the school day, please call the main number at (661)250-0022 and press option 2. We will deliver messages to students at the end of periods. Emergencies will of course be delivered immediately.

Deliveries to Students - Deliveries of flowers, balloons, fast food, and pizza cannot be facilitated. Please understand that we do not want to interrupt valuable instructional time. Forgotten homework and PE clothes can be left in the office. If they forget these items, students should check in the office during passing periods, brunch or lunch.

Requesting Homework - Homework can be requested through the attendance office for students absent for **MORE THAN THREE CONSECUTIVE DAYS**. Please call the attendance office by 9:00 a.m. on the fourth day to request homework. Plan to pick up the work in the office between 3:30 – 4:00 p.m. Students absent less than three days can go to www.hartdistrict.org/lamesa and click on their team website for daily lessons or e-mail teachers directly.

Out of Town - If you are leaving town, or traveling out of state for several days, and your child is remaining at home, please provide a written statement with the name and phone number of the person responsible for your child during your absence.