

ATTENDANCE

All absences and tardies are to be cleared by the parent or guardian within one (1) school day via phone call or note. We do not accept emails or texts. All students must sign in for tardies and sign out for early release at the Attendance counter in the main office.

IF AN ABSENCE OR TARDY IS NOT CLEARED WITHIN THE ALOTTED TIME, IT WILL BE CODED TRUANT IN THE STUDENTS ATTENDANCE RECORD

1. Unexcused Absence

- A. When a student has been absent from a class without a valid excuse, they will be subject to disciplinary action.
- B. All absences are to be cleared within one (1) school day after the last date of absence. The preferred method for clearing absences is via parent/guardian phone calls to the attendance office at 909-444-3625 or 909-444-3642 on the day(s) of the absence(s). A student may bring a note to the attendance office the day he/she returns to school. IF AN ABSENCE IS NOT CLEARED IN THREE DAYS THE ABSENCE WILL BE CONSIDERED TRUANT AND THE STUDENT WILL BE REFERRED TO HIS/HER GRADE LEVEL COORDINATOR.

2. Excused Absences

- A. Most excused absences will entitle the student to make up missed work. The exceptions to this will be those absences due to personal or family business. The assignments missed because of these absences may not be made up.
- B. Students who have several excused absences (more than 15%) causes the excessive missing of daily teacher direct instruction and class participation. This may consequently put the student in danger of failing. These students will be referred to their GLC.
- C. Student attendance and tardy records will be transferred if they change classes.

3. Approved Extended Days of Absence.

- A. The student will get prior administrative approval.
- B. The student will see each of his/her teachers for assignments that will keep him/her a current as possible with the class while absent.
- C. All make-up work must be completed and turned in within five (5) school days after the student's return.
- D. Final Exams may not be taken early to accommodate leaves.

4. Tardies

- A. First Tardy – Teacher will inform the student.
- B. Second Tardy – Teacher will inform and counsel with student.
- C. Third Tardy – Student is referred to GLC and is assigned to detention. The parent will be notified.
- D. Fourth Tardy – Student is referred to GLC. The student will be assigned to detention. The parent will be notified.
- E. Fifth Tardy – Student is referred to the GLC who will contact the parents. The student will be assigned to Saturday Work Adjustment Program (SWAP) depending on the number of previous detention assignments.

NOTE: When the above five steps have taken place and the student continues to be tardy, future tardies may be considered disruptive to the educational process.

- F. Sixth Tardy – Student is referred to the GLC and assigned to SWAP for disrupting the educational program. Parents will be contacted by the GLC and informed that on the next tardy or class cut, the student may be assigned to Isolated Classroom Experience (ICE).
- G. Future Tardies – May be considered defiant and disruptive to the educational process. As a result, the student may be suspended from school

NOTE: Failure to attend assigned detentions and or SWAPs will result in the student facing progressive disciplinary action (SWAP-ICE-SUSPENSIONS).

Campus Sweeps for tardies – Periodic campus sweeps will be held to reinforce the tardy policy. The administrative staff and the GLC will conduct sweeps of the campus when the tardy bell rings. Tardy students may be assigned to a detention, be given a tardy for the period of the sweep (class work missed due to this procedure may not be made up) and the student's parents may be contacted by the GLC.