

Attendance

Garden Grove High School Attendance Policy 2018-19

To ensure our students are in class the maximum minutes each period, we will be implementing the following attendance procedures for late students school wide. Be consistent in the in the administration of Attendance Policies.

Students Under 30 Minutes Late

1. Report directly to their classrooms each period- they will not get a tardy slip from the attendance office.
2. Teachers are to take attendance within the first 30 minutes of each class period.
3. School messenger goes out every day at 4:30 to inform parents of tardies and absences.
4. Students will receive detention notification each day informing them if they have earned a detention. Students will have 3 days in which to serve their detention.

Students Over 30 Minutes Late

1. The students are considered truant and MUST report to the attendance office before entering their classroom.
2. The attendance office will mark the student with a Q, which indicates 30 or more minutes late, unless they have a valid excuse for being late from a parent/guardian.
3. Students with truancies or Q's on their attendance, will be assigned Saturday School.
4. Administration will begin the SARB process if attendance does not improve.

Tardy Policy

Students who are habitually tardy will be given appropriate progressive consequences:

- Tardy 1-2 Teacher will meet with student
- Tardy 3 Detention assigned and parent/guardian notified (this is automatically assigned using FMP)
- Tardy 4 Parent/Guardian/notified by teacher
- Tardy 5 Referral to assistant principal (AP) and parent/guardian notified

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- Tardy 6 Referral to assistant principal, detention assigned and parent/guardian notified
- Tardy 7 Referral to assistant principal, Saturday School assigned and parent/guardian notified
- Tardy 8 Referral to assistant principal, Saturday School assigned and parent/guardian notified

Habitually Truant Students

The attendance office will monitor and inform administration of students who are displaying poor attendance. Contact administration with concerns of student truancy. In the state of California, students who are truant for 10% of the expected days off attendance, are considered habitual truants.

Make-up Work For absences

Students may make-up work for **excused absences** (this includes permissive), school field trips for which they were properly released, suspensions, testing or school conferences. Student who miss for an athletic event should communicate with their teachers prior to missing class or leaving early and a plan for make-up work should be developed. A "Reasonable time" must be given for students to make-up this work.

When a student is **unexcused**, it is up to the teacher to determine how and if work can be made-up. Generally, if the student communicates with the teacher before the absences, a plan should be developed between the teacher and student to allow for the makeup of work.

When a student is **truant**, (or unexcused tardy) the teacher is not obligated to allow missed work to be made up.

Marking Attendance

It is the expectation, all teaches will take accurate attendance for each class period, within 30 minutes. It is the responsibility of each classroom teacher to make corrections.

If you forget to take attendance the attendance office send a TA for you to verify and sign for the attendance needed. You will be required to verify for students who you

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incorrectly marked, and/or failed to mark. Once this verification has been completed, the attendance office will make the appropriate changes.

Teachers have access to change an 'A' to a 'L' until 4:30 pm each day. Attendance marked as 'L' can only be changed by the attendance office, and requires verification from the classroom teacher.

Field Trip Attendance

Teachers are to submit a list of students who have turned in a permission slip: First name, last name, and ID number to the attendance office the day prior to the scheduled field trip. The day of the field trip, the teacher should take attendance of students actually present. A list should either be emailed, or a paper list brought to the attendance office, students can be properly marked for the school day.