

**RANCHO-STARBUCK INTERMEDIATE SCHOOL**  
**Attendance Procedures**

The attendance procedures are listed below. Please read and follow the instructions carefully:

**ABSENCES**

1. Each absence is to be verified by parent/guardian. Parents are asked to call the 24-hour absent hotline **(562) 947-6649** on the day of the absence. If this is not convenient, a note from the parent should accompany the student when he/she returns to school. All absences need to be cleared by calling the hotline. Absent hotline messages are picked up periodically throughout the course of the day. **If the absence is not cleared by the third day after the student returns to school, the student may be given a detention daily until cleared.**
2. The school office opens at 7:45 a.m. Notes should be brought to the office between 7:45 and 8:10 a.m. The note should state the reason for the absence.
3. If a student knows in advance that he/she will be out of school for several days, a note should be brought prior to the absence. It is suggested that the student also notify teachers for necessary make-up work.
4. If a student is absent from school, check your teacher's method for posting work for weekly assignments to keep up with work.

**ATTENDANCE**

1. Unexcused tardies to school (more than 30 minutes late) are classified as truancy. Three unexcused truanancies will begin a SARB (School Attendance Review Board) process.
2. Attendance at school is important! Chronic absenteeism (missing more than 10% of the school year) will begin the SARB process. Attendance is part of the promotion and graduation requirements.
3. To ensure uncomplicated student pick up, please pick up your child for appointments prior to the beginning of lunch.

**APPOINTMENTS**

1. If you know of an appointment in advance, a note or phone call prior to the appointment is appreciated. Anytime a student leaves during school hours, he/she must be picked up and signed out in the office. A student will not be released to walk home without prior parent approval.
2. If a student is to leave with someone other than parent/guardian, the parent must notify the school in advance.

**LUNCH PASSES**

1. A student is permitted to go home for lunch if he/she lives near the campus and has a written permission note on file. Permission may be requested for the entire school year.
2. A student may only go to his/her own home for lunch.
3. **A student is only allowed to go off campus for lunch with his/her own parent or guardian.**