

Attendance

ATTENDANCE MARKS

According to State of California Education Code, student absences will be marked according to one of the following categories:

- **Verified EXCUSED:** Absences include sickness, medical, optical, dental appointments, death in the immediate family (parent, grandparent, sibling), or jury duty. Other excused absences may also include religious holidays, court summons, DMV appointment, passport office, and job interview with proper documentation. Note: Students who miss 3 consecutive days under illness must provide a doctor's note to verify the absence or the absence will be considered unexcused.
- **Verified UNEXCUSED:** Absences are those which are not authorized by the school, even though the parent is aware. Such absences include work, shopping, errands, out-of-town, vacations, personal appointments, hair/nail appointments, babysitting, airport drop-off/pick-ups, car trouble/repair, oversleeping, and death of extended family member or serious illness of family member including parents, grandparents, and siblings.
- **Unverified TRUANTS:** Any absence not verified by a parent/guardian will be marked as a truant. Unverified or truant all day absences may not be cleared after 28 days or four (4) calendar weeks, including holidays. Truancy may result in students being assigned intervention, enrichment, or discipline.
- **ILLNESS:** Should you become ill while at school, obtain a pass from your teacher to go to the Health Office. If between classes, go to your next period class for a pass. If it is necessary for you to leave campus due to illness, the Nurse will contact your parent/guardian. You will not be released to go home due to illness unless you first report to the Nurse. Three (3) consecutive days of illness must be accompanied by a doctor's note to clear the absence.

PERIOD ABSENCES

Please note that period absences are the student's responsibility and will need to be cleared by the teacher that marked the student absent via e-mail. The student will need to talk to his/her teacher and once the teacher emails the attendance office, the period absence will be cleared. Please note that if the teacher can not verify if the student was present, the teacher will not clear that period absence.

Also, all school activities get prior approval and get documented in their attendance with the code of school activity "B". If a student was not authorized to participate in a school event then the absence will not be changed. All students need to be accounted for at all times.

SPORT AND EXTRA-CURRICULAR ACTIVITY ABSENCES

Please note that during the first two weeks of every season, student athletes may receive automated calls regarding period absences in 5th and/or 6th period. During that time rosters are submitted and the information is updated in the Aeries system. Once the rosters are confirmed, your student will receive a "B" for the periods they are absent due to school business. We apologize for any inconvenience this may cause.

TO PICK UP A STUDENT EARLY

Parents/Guardians are required to come to the attendance office, present picture identification, and sign the Off Campus log in order to pick up a student during school hours. Students may not be released the last 25 minutes of school. Students *may not be released to any individual not listed on the emergency card. Any person listed on emergency card that does not have a valid ID cannot pickup the student.* ****It is the students' responsibility to get homework before or after an absence.****

EXCESSIVE ABSENCES

Where there is a problem with excessive absences the home and school must work together to improve attendance. Please note the notification schedule to keep parents informed of their student's attendance and the consequences of missing valuable instructional time.

"Whatever it takes to finish things, finish. You will learn more from a glorious failure than you ever will from something you never finished." Neil Gaiman, 1988