



REPORTING AND CLEARING AN ABSENCE

Being in class, on time and ready to learn, is one of the most important keys to success in school. In the event that a student is absent, parent should call the attendance telephone at **(925) 479-7470**. The call must be made each day the student is absent. Students are not to call in their own absences.

Our attendance system sends out automated calls at 10:00 a.m. to notify parents their student was marked absent. If an absence is not cleared through the attendance office by 9:30 a.m., the automated call will go out. If an absence is not called in, a note explaining the absence is to be brought to the attendance office before school begins upon the student's return.

The following information should be included in either the phone message or note:

- **Student's Full Name**- First, Last Name
- **Reason for absence**
- **Date of absence**
- **Name and Relationship to the student**

Absences not cleared within 48 hours will be considered illegal and will be changed to a CUT.

TARDY POLICY

It is our belief that being on time to classes, meetings and appointments directly relates to success in school and future career. When a student enters the classroom late, disruption occurs. Therefore, all students should be at school no later than the first bell.

Students arriving to school after 8:15am (Mondays, Tuesdays, Thursdays, Fridays and after 9:37am (Wednesdays) must sign in at the attendance office before going to class.

If a student arrives to school after these times, a parent note or phone call is required. We understand that there may be occasional problems encountered when coming to school. We value each minute of the school day and promote student responsibility and accountability based on prompt arrival to school.

Subsequent tardies will result in additional detentions and administrative action including, but not limited to, placement on a student attendance contract and referral to School Attendance Review Board (SARB). Accumulated tardies within the quarter will receive the following consequences: the 5th tardy will result in a lunch detention, the 7th tardy will result in an after-school detention and 10 tardies or more will result in a Saturday School.

LEAVING DURING THE DAY

-If a student is to be dismissed before the end of the school day, a note must be presented to the office before school begins. The note must state the student's name, date, time of dismissal, and parent/guardian's signature. After turning in the note, a "Permission to leave grounds" pass'll be given to the student. At the beginning of the period, the Permission to leave grounds pass should be shown to the teacher. The parent/guardian is then required to sign-out in the attendance office, indicating the exact time of departure. Upon return, the student must check into the office and turn in the signed Permission to leave grounds pass. If the student doesn't have a note, the student must be signed in and/or out through the attendance window. Students who leave campus without a pass during the day will receive a CUT. This type of absence cannot be cleared after the fact. Students arriving late to school after attending a doctor/dental appointment must have verification of the appointment to clear the absence; this may be obtained from the doctors' office. Students arriving after the tardy bell, who have not had an appointment, **MUST** be signed in by a parent or have a note from parent with reason for the tardy.