

## **Santa Cruz High School Attendance Policy**

**Attendance Office Line: (831) 429-3960 extension 206**

Students' academic success is directly related to attendance. Punctuality is a life skill and it reflects respect for the time of others. California State Law requires regular school attendance. It is the responsibility of the parent/legal guardian, to ensure their child attends school daily.

### **DID YOU KNOW YOU CAN CHECK YOUR STUDENT'S ATTENDANCE ON-LINE EVERY DAY?**

You can view your student's attendance through the Infinite Campus Parent Portal. If you do not already have your parent portal log-in information, please call the main office secretary, attendance, or counseling secretary to obtain your account information.

**Please verify with the school that we have your accurate phone number and email.**

**All absences and tardies must be cleared through the attendance office within 72 hours.**

### **EXCUSED ABSENCES:**

- Illness or injury (doctor's note is required for more than 3 days)
- A major illness in the student's immediate family
- Doctor / Dentist Appointment (note required from medical professional)
- Court appearance (note required from court)
- Suspension from school
- Funerals
- College visits (2 days only - beyond 2 days will be considered unexcused absence)
- School-authorized activities:
  - o On-campus activities such as:
    - Appointments with counselors or administrators (call slip required)
    - Treatment in the health office (note from health clerk required)
    - ASB related activities
    - Sports
  - o Off-campus activities such as:
    - School-related internships, including ROP work study programs
    - Community service projects approved by school administrators
    - Field Trips

### **UNEXCUSED ABSENCES:**

- Absence for any other reason than those listed in the section titled "Excused Absences" will be considered unexcused, even with parent/guardian verification. This includes, but is not limited to:
  - o Vacation
  - o Oversleeping
  - o Car trouble, out of gas, missed bus, traffic, or traffic citation
  - o Drivers test
  - o Child care
  - o Out-of-town visitors
  - o Wedding
  - o Personal/Business reason
  - o Being on campus, but not in class without teacher permission
  - o Tardy of 30 minutes or more qualifies as an unexcused absence
- Our computerized dialer will call home nightly each time a student is marked absent from any class if the parent has not already excused the absence.
- **3** unexcused partial or full day absences will lead to implementation of habitual truancy consequences listed.

### **TARDY POLICY:**

- Tardies are indicated by the school clocks (not your car, cell phone, or watch time)
- Unannounced tardy sweeps will occur after breaks and lunch
- Parent/guardian must call or provide a note to the attendance clerk to get the tardy cleared for reasons listed in the excused absence section only
- Students with excused tardies must provide a pass upon arrival to class
- Teachers are not required to provide make-up work or quizzes due to unexcused tardies
  - 1-3 tardies: Teacher discretion--could result in warning or in-class detention assigned by teacher
  - 4-6 tardies: Lunchtime Detention assigned by the Administration; 2<sup>nd</sup> period teachers will notify student. Missing lunch detention will result in a Saturday school
  - 7+ tardies: Contact made to parent/guardian by administration. Loss of student privileges to participate in extra-curricular activities, including SCHS and other schools' dances, sports, theater, band, field trips, etc

### **LEAVING CAMPUS, MEDICAL APPOINTMENTS, GOING HOME SICK, AND MESSAGES TO STUDENTS:**

- If a student needs to leave school for a medical appointment or other reason, they must go to the Attendance Office for an off campus pass and present it to their teacher before leaving campus.
- If a student leaves school without a pass, it is considered an unexcused absence and CANNOT BE EXCUSED.
- It is school policy to accept emergency messages only. Administration will make every effort to deliver emergency messages to students. School policy prohibits students from making or receiving cell phone calls or text messages during class time.

### **MAKE UP WORK:**

- Students have the same number of days that they missed to make up any work from an EXCUSED absence. It is the student's responsibility to check in with the teacher about missed assignments.
- Teachers are not required to provide work from an unexcused absence. The student may receive a zero or partial credit on any missed assignment.

### **18-YEAR OLD STUDENT ATTENDANCE CONTRACTS:**

- Students who are 18 years old may excuse themselves a maximum of 5 times. Contracts are available in the Attendance Office and must be signed by the student, a parent/guardian, and an administrator.

### **HABITUAL TRUANCY CONSEQUENCES: (3 or more unexcused period absences and/or unexcused tardies per semester)**

- Students with habitual tardies and/or unexcused absences will first be assigned lunch detention.
- Students with habitual tardies and/or unexcused absences who do not attend assigned lunch detention will be assigned Saturday school.
- Students with habitual tardies and/or unexcused absences will not be given the opportunity to become a student aide.
- Students who are truant may have their work permits and/or driving privileges revoked.
- Students who are truant will lose the privilege of participation in sports or extra-curricular activities.
- At the end of each progress period, students with habitual truancies and tardies will meet with the Student Intervention Team: The SRO (police officer), Principal, Assistant Principals, Campus Supervisor, Counselor, and Teacher.
- Continued truancy or failure to participate in the Student Intervention Team will result in a referral to the Student Attendance Review Board (SARB) which may result in a transfer to an alternative school.
- Exceptions to the above must be approved by the principal.