

# **ATTENDANCE POLICY**

Student attendance is directly related to success in school. Attendance is taken every day in every class and students are required to be in class on time. Newport Harbor High School administration and staff expect students to be in class daily as assigned and arrive to class promptly.

## **Absence Procedures**

It is a parent's responsibility to clear their student's absence by providing the school a reason for the absence. On each day of a student's absence, parents or guardians are asked to notify the school by phone at **(949) 515-6305** between the hours of 6:30 a.m. and 4:00 p.m. In addition, parents can leave a message after school hours on the message machine.

Parents/Guardians can also send a written note with their student to the Attendance Office located in Portable 1 upon returning to school from an absence. Written notes should not be given to classroom teachers. The note needs to contain the following information:

1. Student's full name
2. Date(s) of absence
3. Specific reason for absence – If no cause is stated the absence will be unexcused.
4. If the student is gone for part of the school day, the note must state what times are to be excused.
5. Signature of the parent/guardian with a current contact phone number

Students should arrive at the Attendance Office early to avoid lines. Clearing an absence is not an excuse for being late to class. Students who arrive late to class will be marked tardy by their teacher.

Please make an effort to clear absences within one school day. All absences must be cleared within **72 hours or three school days of the absence** or the absence will be marked as truancy. Absences, regardless of circumstances, cannot be marked excused after three days from an absence without administrative approval. Unverified absences result in a student being marked truant from school, could result in a possible loss of the opportunity to make up missed work or tests, and/or being dropped from the class.

Parents/Guardians will provide the school written notification from a doctor verifying a student's illness or medical condition if the student is ill for five or more consecutive school days.

## **Excused Absences**

Excused absences are illness/medical appointment, observance of religious holidays, bereavement, and court appearances per the California Education Code.

## **Unexcused Absences**

Examples of unexcused absences include vacation, oversleeping, car trouble, driver's test, out-of-town visitors, weddings, missed the bus, personal/business reasons, out of gas, and traffic citations.

### **Early Dismissal**

If a student needs to leave the campus before the end of the school day, he/she must bring a written note signed by a parent/guardian to the Attendance Office before the start of school or at break to obtain an Off-Campus Permit. Notes for early dismissal will not be accepted after break. The note must state the student's name, the dismissal time, date, and reason for the absence.

**No student will be released from school over the telephone and no early dismissals will be issued over the telephone.** In the event of an emergency, a parent/guardian must come into the Attendance Office and sign the student out of school. The Attendance Office will not telephone the classroom to have your student excused from class early as we respect instructional time.

Continued absence after the day the off-campus permit was issued requires an additional note or phone call from the parent/guardian.

Newport Harbor High School is a closed campus. All 9<sup>th</sup> and 10<sup>th</sup> grade students are to remain on campus during lunch. If a 9<sup>th</sup> or 10<sup>th</sup> grade student needs to leave during lunch, the student must be signed out in the Attendance Office by the parent/guardian.

Students who leave the campus during the school day without an off-campus permit issued by the Attendance Office will be marked truant and will be assigned Saturday School by the Discipline Office even if their parent has given them verbal permission to come home. Students cannot be excused after leaving campus early without obtaining an off-campus permit.

### **Truancy Policy**

Students who are frequently absent may jeopardize their immediate academic success and the long-term ability to graduate. A student who arrives more than 20 minutes late to class is considered truant and will be marked absent by the teacher.

At the **6<sup>th</sup> truancy** to any period, the teacher will assign student a "U" (unsatisfactory) in citizenship for the semester and an attendance demerit will be assigned for the current semester.

### **Tardy Policy**

Students who arrive late to class create a disruption to the classroom teacher. The bell schedule allows students adequate time to travel to each class. A student who arrives *more than 20 minutes late* to class is considered truant and will be marked absent by the teacher.

Tardies will only be excused if the student checks into the Attendance Office prior to entering class and has a note from a parent/guardian or doctor/dentist or the parent/guardian has phoned in the excuse in advance. Excused tardies are doctor/dentist appointments, illness, observance of a religious holiday, or bereavement. Personal reasons, oversleeping, car trouble, and missed the bus are not excused tardies.

1. The classroom teacher will handle the first 5 tardies to his/her class through verbal warnings, parent contact, and assigning detentions.

2. At the **6<sup>th</sup> tardy**, the teacher will submit a referral to the Discipline Office and the student will be assigned Saturday School.
3. At the **7<sup>th</sup> tardy**, the teacher will assign the student a “U” (unsatisfactory) in citizenship for the semester and an attendance demerit will be assigned for the current semester.

### **Change in Parent/Guardian Contact Information**

Please keep the Attendance Office informed of any change in home, work, and cell phone numbers. This will assist the school if we should need to contact you in the event of an emergency.

### **Family Vacations**

If a student must miss school due to a family vacation, the parent/guardian must make arrangements with the teachers to acquire homework/assignments for the days the student will be absent. All assignments are due the day the student returns from vacation or at the teacher’s discretion. Vacations are not an excused absence from school per the California Education Code.

### **Making Up Work Following An Absence**

Students are responsible to make arrangements with the classroom teacher for work missed due to an absence.

1. Students shall be allowed to complete all assignment and tests missed during an excused absence or while on an independent study contract.
2. Students may be allowed to complete schoolwork missed during an unexcused absence at the discretion of the classroom teacher.
3. Students who miss school due to a suspension may be required to complete any assignments or tests missed at the teacher’s discretion.
4. Students who are truant to school forfeit the right to make up assignments and tests.

### **Homework Requests by Parent**

Upon request, the teacher will provide information or make-up work during the student’s absence. Parents/guardians can request homework from the teachers on behalf of their student who is ill for three or more consecutive days. Many teachers also post class assignments on their website. This request should be made to the Attendance Office and parents should allow the Attendance Office 24 hours to collect the work.

### **Forgery Policy**

Forged or altered notes, forged parent signatures on school documents, readmits, call slips, off-campus passes, or fraudulent phone calls to the Attendance Office will result in Saturday School, suspension, or other consequences per administrative discretion.

### **Automatic Dialer**

The district automatic dialer program attempts to call home and notify parents of unexcused absences. The automatic dialer is programmed to call the home of any student who has an uncleared absence between the hours of 6 p.m. and 8 p.m. Calls are made every day but often parents cannot be reached and messages are left on answering machines or voicemail. Parents are responsible if students pick up messages and fail to pass the message to a parent in a timely fashion. If you feel the absence was

in error, please have your student contact the teacher directly or go to the Attendance Office for an attendance printout.

**Agreement for Students 18 years of Age**

Students who are 18 years old may be allowed to excuse their own absences. A parent/guardian and the 18 year old student must sign a release form in Portable 8 in the presence of an administrator.

**Delivering Message or Personal Items**

Since it is our desire to maintain a learning environment that is uninterrupted, the Attendance Office will not deliver items or messages to students in non-emergency situations. Students are responsible for bringing everything they may need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. We do not relay phone messages to students except in the case of an emergency. Please remind the students of doctor and other appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.