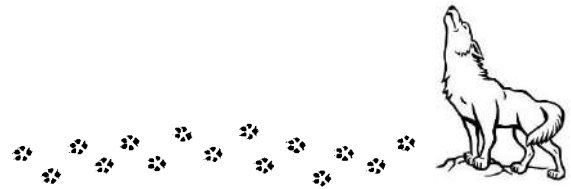


ATTENDANCE



Regular attendance is essential to school success. Please be familiar with the following policies regarding your student's attendance. Feel free to contact the Attendance Clerk with any questions.

ABSENCES

The only excused absences/tardies are for illness, medical appointments, death in the immediate family, or court appearance, if documentation is submitted. Absences for other reasons may be cleared by administration with prior written request. **Excused absences over 10 days in a school year may require verification from a medical professional (Doctor's note) or from the school's Health Technician or School Nurse.** Students with excessive absences or tardies may be referred to the School Attendance Review Team (SART) or School Attendance Review Board (SARB).

Parents/Guardians have 5 school days to verify absences via phone, written note, email or online report. After 5 days, a student will be considered truant.

To Report an Absence a **Parent or Guardian** may:

1. Call our office 909-464-9938
2. Report an Absence online (must be logged into our website)
3. Send a note in with the student upon their return to school. The note must include the reason for the absence, the student's full name & grade, the date of the absence, and the parent's name and signature.
4. Email the Attendance Clerk (with the same information as above)
Jeanne_Sexton@chino.k12.ca.us

STUDENT SIGN-IN/SIGN-OUT PROCEDURES

- Student arriving to school more than 30 minutes late will need to be signed-in by a parent or guardian. A doctor's note or a note from a parent can be used in place of a parent sign-in.
- Students may only be signed out by a parent/ guardian or other relative listed on the student's Emergency Information Card. A valid state issued ID must also be presented.
- Students returning after being signed out for a health appointment are requested to provide an appointment verification slip or doctor's note from the health care provider upon their return. If none is provided, a parent must sign the student back in.
- Attendance laws and regulations apply to students being signed-in late and being signed out early.
- **Students cannot be pulled out of class early for pick-up.** The student must first be signed out and a **State issued ID must be presented.**

TARDIES/A.R.T.

- A student is considered **tardy** when he/she is not in his/her seat when the class bell rings.
- Students arriving after school has started must report to the Attendance Clerk.
- Students arriving to school more than 30 minutes late need to be signed-in by a parent/guardian unless a parent note or doctor's note is presented.

A.R.T. Academic Recover Time (New Tardy Policy- effective 10/17/16)

Students that are tardy to any period will be issued a lunch detention the following day to recover the academic time that they missed when they were late to class. During the detention, students will be in a study hall environment and will have the opportunity to complete homework/classwork, will be asked to summarize an article addressing the importance of instructional time or given an alternate assignment.

Appeal Process: If a student wants to appeal their tardy, they are to report to the ART room and talk with the administrator on duty. The administrator will have a conversation with the student and determine if their concern is valid. If the administrator believes the appeal is valid, they will collect the students ART slip and release the student to lunch pending further verification.

***Students that do not show up during their assigned ART time will be assigned a 40 minute after school detention.**

HOMEWORK REQUESTS

Absences less than 3 days: Please utilize the teachers' class pages on the website to view posted work or email the teachers directly.

Absences of 3 days of more: Parents/Guardians may request homework by calling the office. Requests received before 8AM will be available for pick-up between 3- 4PM. Requests after that time may not be available until the next school day.

INDEPENDENT STUDY REQUESTS

Students who know in advance that they are going to miss between 5 – 20 school days are encouraged to notify the Attendance Clerk. An Independent Study Contract is available through March 23rd of the school year. Independent Study will ensure that all days missed will be considered excused absences if the student completes the pre-established work designated by each teacher for credit.

To Request Independent Study:

- Parent shall request an appointment with the Attendance Clerk before or after school for both parent and student to sign the Independent Study Contract at least 10 days prior to absence.
- The Independent Study Coordinator shall request work from teachers and have a work packet available for student pick up the school day prior to the first day of Independent Study.
- Student shall submit completed work to the Attendance Clerk in the morning on the first day of return to school. No late work is accepted.

TRUANCY NOTIFICATIONS

Per California Education Code, any student who has three or more unexcused absences or has been tardy for over 30 minutes on three or more days, is considered to be truant. (EC Section 48260)

Truancy notifications are automatically generated after a fixed number of unexcused absences and/or tardies.

- 1st Letter = 3 unexcused absences
- 2nd Letter (SART Meeting required) = 6 unexcused absences
- 3rd Letter (SARB Hearing if necessary) = 9 unexcused absences