

PITMAN HIGH SCHOOL

Attendance Policy 2022-2023

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for a student to do his or her very best, it is important that he/she be in school as many days as possible. Students are expected to attend all classes and to be on time unless properly excused. A pattern of irregular attendance and/or truancy is a valid indication that students grades will decline.

Attendance is compulsory at all classes unless one is participating in a school-authorized activity.

Students are expected to arrive at school and for all classes punctually.

Students arriving late or planning to leave during the day must have a signed note from a parent explaining the situation or parent/guardian must be present with a valid ID to take student off campus.

Please note that parents are required to clear absences within 3 days (72 hours) as schools must continue to track all absences and report them to the state.

STUDENTS' DUTIES

CCR Title 5, Section 300. Duties of Pupils

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language.

EC35181. Pupils' Responsibilities; Policy Statements

The governing board of each school district may ... issue policy statements setting forth the responsibilities of the pupils of that school district regarding academic performance, attendance, in school behavior, and any other aspect of school life.

EC48200. Compulsory Full-Time Education

Each person between the ages of 6 and 18 years ... is subject to compulsory full-time education.

EC48908. Duties of Pupils

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

Unverified Absence Policy as covered in Calif. Educ. Code Sections 48432.5; 48260; 48260.5; 48261:

An unverified absence is any absence from a class in **excess of ten (10) minutes** that has not been cleared by the Attendance office within 3 days (72 hours).

Ten (10) consecutive full days unverified absences will result in the student being dropped from Pitman High School and he/she will have to re-enroll (EC 48262; EC 48263; EC 48291; EC 48292; EC 48662).

Ten (10) full days' unverified absences per year will result in a SARB referral, declaration as a **HABITUAL TRUANT**, and recommendation for an involuntary transfer (EC 48262; EC 48263; EC 48291; EC 48292; EC 48662).

Parents will receive SART notification letters of TRUANCY when student accumulates 3, 5 and 10 unverified absences per year. Notwithstanding the above guidelines, students shall be sent a **SART TRUANCY** notification for five (5) unexcused/unverified **FULL DAY** absences in a school year and may be identified as a **HABITUAL TRUANT** and subject to an **INVOLUNTARY TRANSFER** (EC48262;EC48263:EC48291:EC48292:EC48662).

Counselors are available in this instance for support in stopping the truancies, **not to clear absences.**

Tardy Policy as covered in Calif. Educ. Code Section 48432.5:

A tardy is any unexcused absence **less than ten (10) minutes** that has not been cleared by the Attendance office within **3 days (72) hours**:

- Warning/Parent notification for **3 tardies per semester**
- 1 hour of **detention** for **6 tardies per semester**
- 2 hours of **detention** for **9 tardies per semester**
- 1 work detail for **12 tardies per semester**
- 2 work details for **15 tardies per semester**
- **Suspension** pending parent conference and warning of an involuntary transfer to an alternative school setting or additional detention/school service hours for further incidents of irregular attendance for 18 tardies/defiance per semester

Tardiness in excess of 10 minutes is an unverified absence.

Tardies/Absences Caused by Students Remaining After Class: Tardies/Absences caused by students remaining to work in other classes will not be excused unless students have received prior written permission from their teacher.

Unverified absences/tardies not cleared within three (3) days (72 hours) are FINAL.

Irregular Attendance (EC 48263):

Students with ten (10) full days of **verified absences per semester** may be required to have subsequent absences for illness verified by a physician or by designated school official.

Return from Absence CCR Title 5, Section 421(a)(b)(BP5113):

Whenever a student is absent from school his/her parent/guardian must call the **PHS ATTENDANCE REPORTING HOTLINE 226-6700 within three (3) days** prior to their son/daughter's return. The following information must be included in the call: caller must identify his/her relationship to the student, give the grade level of the student, indicate the exact date(s) of the absence, reason for the absence, date of return and phone number where the parent/guardian can be reached.

If the parent did not call the **PHS ATTENDANCE REPORTING HOTLINE 226-6700** prior to the student returning to school, **a note from a parent verifying the absence will also be accepted within the 3 days.**

The only way to properly clear these students is to require a phone call, doctor's note, and/or parent note. Parents of absent students will be contacted in the evenings by a recorded message indicating that their son/daughter missed one or more periods that day. This is primarily a service to parents to make sure that they know their student was absent. **Even if you receive such a call, a phone call is still required within 3 days.**

Please see the Turlock Unified School District Annual Notification and Parent and Student Rights for a list of approved excused absences from school. Your child may be excused from school when the absence is for medical or justifiable personal reasons.

**It is the student's responsibility to have their parent/guardian call the
PHS ATTENDANCE REPORTING HOTLINE 226-6700**

No student will be allowed to phone the **PHS ATTENDANCE REPORTING HOTLINE** without prior administrative approval. Only those students who are 18 years of age or older may obtain administrative approval.

If a student returns from an absence without a proper call, the student is TO REPORT TO FIRST PERIOD CLASS. IT IS NOT NECESSARY TO GET A BLUE SLIP. BLUE SLIPS WILL ONLY BE NECESSARY WHEN RETURNING FROM SUSPENSION. The absence will remain unverified on their record. If the parent/guardian phones within 3 school days (including the day of the student's return) from the date of absence, the absence will be changed to a verified absence. If the call is not received within that time, it will become a permanent unverified absence. (Example: Absence is Monday the 10th; the call must be received no later than Thursday the 13th).

In unusual cases, such as when a parent is unavailable, the student should explain this to the Attendance secretary well before the end of the 3 school days. Arrangements may then be made to receive the call at a later agreed upon date without penalty.

Short Term Independent Study: If a student needs to be out of school for 5-20 days the parent and student must request to meet with the Dean to request to be put on Short Term Independent study at least ten (10) school days prior to the student being absent. If a student does not return on the date specified on the STIS contract it may result in the student being dropped and the student will have to re-enroll.

Altering/Forging Notes: Student's found guilty of forging signatures or altering notes will receive two hours of detention for the 1st offense and a warning that future incidents may result in suspension. Notes of any kind for any reason may not be signed by a student even if he/she has been given permission to do so by a parent or guardian. **Students are not allowed to write their own notes without administrative approval.**

Attendance Policy Verification Slip: Attendance Policy Verification Slip must be signed by the parent/guardian and the student and must be in the student's file in the Attendance Office. The Attendance Policy Verification Slip must be turned in by the student at the time of registration.

Making up Missed Work: Students who are out of school with an excused absence will be held responsible to request and make up all missed work. The student will receive full credit for all work that is made up. Students who are ill should contact their counselors to request work that can be completed during their illness so as not to overwhelm them upon their return. Please be sure to ask the teacher when such make-up work must be completed.

A student absent from school due to an unexcused absence may be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion, the student shall be given full credit for completed work. The teacher of any class from which a student is absent shall determine, pursuant to the regulations of the governing board of the school district, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, not necessarily identical to, the test and assignments, which the student missed during the absence. (Educational Code 48205)

Permission to Leave Class: Students may only leave class with the expressed permission of the teacher. Students who leave class without such permission or remain away much longer than originally authorized will receive disciplinary consequence in the form of detention and/or suspension. Students will normally be given a written pass to leave class. This pass must be displayed to any campus supervisor or other member of the staff upon their request. Students must also receive prior written permission from a teacher to miss class in order to spend that class time with another instructor or in another class.

Pink Slips: Students who will need to leave school before the end of the day should bring a note from their parents to the Attendance Office before school or at lunch. A parent/guardian may pick up a student during the school day with a valid ID. No pink slips will be issued during class time or between classes without

administrative approval. The note must indicate the reason for the absence and the exact times that the student will be out of school. If a student forgets a note, or if unforeseen circumstances require that a student leave school, the student should report to the Dean to explain the problem and seek help. Students who leave school without a pink slip will receive an unverified absence and disciplinary consequences.

NO PINK SLIPS WILL BE ISSUED DURING FINALS WEEK.

Exceptions must have Administrative approval.

Pitman High School is a closed campus! This is a security measure directed to enhance the safety of our students.

Pupils who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services may be excused legally from school. The pupil is to return a copy of the medical professional's appointment verification form.

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO LEAVE CAMPUS
BEFORE THE END OF THE SCHOOL DAY WITHOUT
A PINK SLIP FROM THE ATTENDANCE OFFICE.**

Physical Education Excuses: Exemptions from P.E. must be covered by a parent's note. If the exemption runs more than 3 consecutive days a doctor's note must be given to the P.E. instructor and filed in the Health Office with the school nurse.

This is extremely important! Students who accumulate 9 non-participation days without any makeup will receive an F grade for the marking period.

Canine Services: Pitman High School reserves the right to contract for services of K-9's to search for and/or detect the presence of illegal contraband and controlled substances on campus.

Change of Address or Telephone Number: Please notify the Counseling Office immediately if you change your mailing address or home telephone number.