

# Attendance Main Line: (714) 730-7474

## 2017-2018 FOOTHILL ATTENDANCE GUIDELINES

Foothill High School is committed to providing an outstanding education to its students, and this is reflected in the dedication on the part of the teachers and staff, along with the support of parents and students. We all recognize that regular attendance is one of the key factors to success in high school. Both the number of absences and the promptness in which absences are cleared with the office are important. The teachers at Foothill High School depend upon a prompt resolution to any absence, and these guidelines have been developed to assist in the process.

Students with poor attendance, absent without permission, leaving campus without permission, or tardiness are subject to consequences. This may include, but is not limited to: Saturday School, campus beautification, detention, parent/teacher conference, parent/guardian attending school with student, restricted attendance at events and activities, referral to the Student Success Team, School Attendance Review Board, or a referral to the Student Placement Review Committee (Board Policy 5110/Ed Code 48263).

State regulations require that all absences be cleared through the Attendance Office by parents or legal guardians ONLY. You may either call our Foothill Attendance Line at (714) 730-7474 on the day of the absence or send a note within **3 Days** of the absence. Our attendance line is available 24/7. All notes have to be written in **ink** and **signed by parent or guardian**. **Sorry, we are unable to accept e-mails to excuse absences.**

**The note or the phone call must contain: (Click Here for Absent Note Form)**

- **Student Short ID Number**  
(This is the short identification number located on the FHS student ID card)
- **First Name and Last Name**  
(Please spell the name if you are using the school attendance line)
- **Grade Level of Student**
- **Date of Absence**
- **All Periods Missed** (If absence is all day, say "All Day")
- **Reason for Absence**
- **Signature in ink of Parent/Guardian**

If your student comes to the attendance counter and does not have a note to excuse their **absence** or **tardy** and there has not been a phone call, they will be marked as **unexcused**. They have 3 days to clear the absence, after that it will become a **cut** and will be handled by our Attendance administrator for consequences. Students more than 30 minutes late to any one period will be issued an unexcused absent.

Remember you can use your Aeries Parent Portal to check your student's attendance, grades, and current up to date family information.

**All Attendance Line phone messages are picked-up throughout the day and will be noted by days' end of the same day.**

### **Student Responsibility**

Students are responsible for attending their classes on a regular basis, arriving on time, and in the event of an absence, making sure the school is made aware per the procedure stated below. Not following attendance procedures could result in disciplinary action, which could include but not limited to: Saturday School, campus beautification, detention, parent/teacher conference, parent/guardian attending school with student, restricted attendance at events and activities, referral to the Student Success Team, School Attendance Review Board, or a referral to the Student Placement Review Committee (Board Policy 5110/Ed Code 48263).

### **Parent/Guardian Responsibility**

Parents/guardians are responsible for communicating with the FHS Attendance Office within three days of their son or daughter's absence. The 24 hour taped Attendance Office line is (714) 730-7474, and this tape will be transcribed each school day. Parents may also alternatively choose to write a note to the Attendance Office; however, the three day rule will still apply. When calling the automated attendance line, follow the instructions and leave the information requested previously stated. While all absences count toward the 3-, 5-, 7-, and 13- day letters, there are differences in how the absences are reported each semester.

Again, not following attendance procedures could result in disciplinary action, which could include but not limited to: Saturday School, campus beautification, detention, parent/teacher conference, parent/guardian attending school with student, restricted attendance at events and activities, referral to the Student Success Team, School Attendance Review Board, or a referral to the Student Placement Review Committee (Board Policy 5110/Ed Code 48263).

### **Teacher Responsibility**

Teachers are responsible for taking attendance each period they teach, accurately recording absences and tardies in Aeries. It is the teacher's responsibility to maintain integrity in assuring accuracy and prompt input of attendance.

## **Administration Responsibility**

Attendance letters will be mailed out each week for students with 3-, 5-, 7-, and 13- absences from any period. Either the teacher or the administrator may be aware of extenuating circumstances which may affect the attendance status of a student. Students who leave campus without early dismissal pass are considered truant, with no makeup work from teacher and will be assigned a Saturday School. If a student uses a vehicle to leave campus inappropriately, or if a registered permit holder allows his or her car to be used by a student in order to leave campus without permission, the parking permit may be revoked.

## **Excused Absence**

As permitted under California law: Includes illness, doctor's appointment, attendance to family funeral, court appearances, Religious Holidays, college visits, family emergency, or quarantine due to health concerns. Other excused absences during school hours: health office visit, meeting with counselor, meeting with administrator, school function/activity. Teachers will provide makeup work for missed assignments.

**Please Note:** District policy states, once a student has accumulated 10 excused absences, all future absences will have to be verified by a physician (ref. Board Policy AR 5113). This verification must be provided upon returning to school. If your student has a chronic illness, please have the physician provide clear guidelines for ongoing absences.

## **Unexcused Absence**

Includes alarm clock trouble, oversleeping, car trouble, appointments at the motor vehicle department, trips to the airport, visiting relatives, family vacations, etc. Teachers are not obligated to provide makeup work for missed assignments. Student will not be considered Truant if parent verifies unexcused absence.

## **Truant Absence**

Truancy is any willful non-attendance to class and/or any absence not cleared with Attendance Office within three school days following the absence. Teachers are not obligated to provide makeup work, and additional school consequences will be assigned.

## **Early Dismissal**

We realize that students may need to leave school early from time to time, for doctor's appointments, etc. Early dismissal absences will not be considered truant if your son or daughter brings a note to the attendance office prior to leaving campus (we are unable to accept e-mails or faxes for early dismissal). Students who leave campus without securing an early dismissal pass are considered truant; with no make-up work from teachers and consequences by administration. (Click her for Early Dismissal Note)

**PLEASE NOTE:** We make every attempt to minimize the amount of classroom disruptions by not pulling students out of class for personal appointments. Please make all arrangements with your student for them to leave during breaks, tutorial, or lunch.

## **Suspension Absences**

Upon returning to school, the student who has been suspended and their parent must meet with an administrator prior to returning to class.

**Please Note:** Teachers may provide assignments/tests while a student is suspended.

## **Off-Campus Leave and Lunch Privileges**

- Seniors may apply to leave campus when their academic day is complete or during lunch through the Off-Campus Pass Application.
- Students who are in 9<sup>th</sup>-11<sup>th</sup> grade are to remain on campus until the end of the lunch period (Board Policy 5133)
- Students in 9<sup>th</sup>-11<sup>th</sup> grade that end their academic classes after 4th period, may see their counselor to apply for an Off-Campus Pass
- All Students must maintain a 2.0 GPA to retain Off-Campus Pass privileges
- A Student ID Card is required to be displayed to leave campus each day
- Students are expected to efficiently depart and return according to their agreed upon schedule
- All FHS sports will begin practice after 1:45pm. Adjustments will be made for early dismissal on some game days.
- TUSD, its officers or employees, are not liable for student off-campus conduct/safety/supervision

## **Open Periods**

Students may remain on campus during their open period when they do not have a class but they must stay in the library or a teacher's room with permission.

## **Tardies**

A student is considered tardy if not in his or her seat when the bell rings at the beginning of the school day and for each period thereafter. Students who are tardy without a valid excuse are subject to disciplinary action. Front and back gates will be closed and locked 5 min after first period. Students will need a tardy pass to first period if late to class after doors have been locked. Random tardy sweeps will be completed throughout the year to ensure students are attaining to Foothill High School's standards of excellence.

Consequences may include, but not limited to, campus beautification, detention, on-campus suspension, community service, a parent-teacher conference, placement on an attendance contract, Saturday school, referral to the Student Attendance Review Board, and/or referral to the District Attorney if the problem persists.

Consequences for tardies:

- 5 tardies in a week to any class will result in Saturday School
- 10 tardies in any month will result in Saturday School
- Chronic tardy problems will result in an office referral and consequences to follow