

Attendance Policy and General Statement

State law requires that all students maintain regular attendance. Regular Attendance is defined as missing no more than 10 sequential academic school days and/or having fewer than 8 half days in a four-week period. Parents are asked to call to report a child's absence and to send a note upon the child's return. Absences may be deemed excused or unexcused at the administration's discretion. In the case of multiple day absences, please contact the office.

Excessive Absences

Students are responsible for maintaining regular attendance in all of their assigned classes. Students are also responsible for being aware of the number of absences they accumulate in a Grading Period. A warning letter will be sent home after the 8th non-school related absence. With the 10th non-school related absence, an official notification as having excessive absences will be sent home. This letter will describe the legal consequences that may result from an excessive number of absences. Contact will be made with the LBL ESD attendance officer for further legal action with any additional non-school related absences.

Prearranged Absences

Students who know they will be absent should make arrangements for a prearranged excuse at least one week in advance of the absence. This will allow the student to know what they will be missing in each of their classes by contacting the teacher directly. Homework Requests for an extended absence of 3 days or more must be made no less than one week in advance. Tests will be taken upon the student's return to school. Teachers may assign alternate work for homework requests. Work given to fulfill homework requests must be submitted on the first day of a student's return to school in order for the work to receive full credit. Teachers will work to fill all homework requests. Students will have extended time to complete work for unfilled homework requests. Uncollected homework requests that are made available at least 24 hours prior to the student absence will be counted as late and/or missing.

Homework and Absences

An excused absence from class allows the student to make-up missed work from an absence. However, the student must request their homework from their teachers the day they return or they may forfeit the opportunity to make up the missed work. Arrangements may be made with an agreement between the student and the teacher for an extended period of time in special circumstances.

Checking in/Checking out

Class hours are from 7:55 AM – 2:49 PM. Students arriving on campus any time after 7:55 AM must check in at the office. Students leaving campus any time before 2:49 PM must be checked out by a parent at the office.

NO STUDENT MAY LEAVE THE SCHOOL GROUNDS DURING CLASS HOURS WITHOUT PERMISSION FROM THE OFFICE.

Students who are regularly scheduled off campus must check in and out at the office as they arrive or depart.

Failure to follow any of the checking in/checking out procedures will result in the consequence of an unexplained absence.

Attendance Definitions and Actions

1. **Absence**- If a student is not present in a classroom for more than 10 minutes they are considered as absent. According to the law, if a student has an excessive number of absences, a significant number of unexplained or unexcused absences, and/or irregular attendance, the school must report the student to the LBL ESD attendance officer for further action.
2. **School Related Absence**- The student is absent because of a field trip, athletic event, or some other school sponsored event or activity. A prearranged absence may be required for the student to participate. This absence will always be excused. While these absences are recorded on progress reports and report cards they are not recorded on transcripts.
3. **Non-School Related Absence**- The student is absent because of a reason that is not school related. Upon returning to school from this type of absence, all students must provide a note with an explanation for their non-school related absence. The absence will then be considered as either excused or unexcused. If a note is not provided, the absence may be considered a truancy and subject to disciplinary action. Because of the nature of many activities, there are some kinds of assignments that may not be possible to be made up.
4. **Explained Absence**- The student returns to school with a note stating the date, duration and a specific reason for the absence. Notes are to be turned in to the office no later than 3 school days after returning to school. The note needs to be signed by a parent, guardian or the student (if the student is 18 years or older). Failing to do this, the absence may be considered a truancy and subject to disciplinary action. If already in attendance and marked absent, the student will be excused with a note from a teacher, counselor, or office.
5. **Excused Absence**-To be legally excused, the absence's reason should meet one of the following 8 state-defined criteria:
 - 5.1. Illness of student (student is contagious or too ill to benefit from school attendance).

- 5.2. Illness of an immediate family member and the student's presence at home is necessary.
- 5.3. Emergency situations that require the student's absence.
- 5.4. Field trips and school approved activities.
- 5.5. Medical, Professional, Legal, or Court appointments. Confirmation of appointments may be required.
- 5.6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.
- 5.7. Student returns to class from a meeting with another teacher, counselor, or office.
- 5.8. Ultimately, as allowed by state law, the final decision as to whether an absence will be excused or not will be determined by the school administration.

6. **Unexcused Absence**- The student is not in school for any reason other than the state-defined criteria listed above and the parent or guardian knows of the absence. However, the reason provided by the signed note for the absence is not one that would grant the student an excused absence (ex. haircuts, shopping, extended lunch, recreation). An unexcused absence will still allow a student to make-up any assignments that are missed. All missed assignments are due upon return to class and are graded. However, according to the individual teacher's classroom rules, credit for the assignment may be reduced and/or make-up time may be required.

7. **Unexplained Absence**- A student who is absent from class without permission or a properly reported excuse is considered truant and subject to disciplinary action. Parents may not change truanancies for students who had arrived at school and were not in their assigned classes. No credit will be given for work missed during any unexplained absence.

8. **Tardy**- Student arrives to class after the bell rings, but before 10 minutes of class have passed.

8.1. Excessive tardiness (more than 5 in a rolling four-week period) will result in a conversation with the student and administrator, or designee, to create a plan to reduce tardiness

8.2. If the plan fails to achieve timely behavioral change; another conversation; along with potential disciplinary action, will occur