

ABSENTEE PROCEDURES

Academic Year 2011-2012



The 2011-2012 school year is rapidly approaching. To maximize quality instructional time and take full advantage of a healthy learning environment, it is important that students be in their class on time and prepared. Being tardy to class is very disruptive to both the teacher, the class and it is detrimental to a student's academic success.

Parents and guardians are requested to call the Attendance Office by 9:00 AM on or before the day(s) the student is to be absent. This applies to an all day absence or if the student is more than fifteen (15) minutes late to the first period of the day. In the case of consecutive absences, the Attendance Office must be notified each day that the student is absent.

For all attendance policies and procedures please refer to your student's handbook.

ATTENDANCE OFFICE

(714) 999-5055 Ext. 1674

Hours: 7:30 AM to 4:30 PM

If a parent does not call the Attendance Office on the day of the absence, the student must bring a note to the Attendance Office before school on the first day he/she returns to school. For partial day absences, students need to report to the Attendance Office with a note upon arrival to school and before attending classes. Notes must contain the date(s) and reason for the absence(s). All notes must be handwritten in ink and signed by the parent or legal guardian. A re-admit slip will then be issued to the student, who will present it to all of his/her teachers for their signatures and return the signed slip to the Attendance Office at the end of the day.

EARLY DISMISSALS/LEAVING CAMPUS

For security purposes, phone calls and emails will not be accepted. For the safety and protection of students, only a parent or other recognized adult listed on the emergency card may sign a student off school property. Students must acquire an early dismissal pass issued by the Attendance Office prior to leaving campus. Students are required to bring a note from their parent/guardian to the Attendance Office prior to the start of the school day, stating the reason for the absence and the time they are to be released. If circumstances dictate an unscheduled early dismissal situation the parent/guardian must come to the school and show appropriate identification in order to sign the student out. If the parent/guardian or other recognized adult whose name appears on the emergency card needs to have any other individual sign out a student, we will need written permission from them stating who is to pick up the student and reason. This person will also need to show identification along with the note from the student's parent/guardian in order to pick up the student.

TARDY POLICY

Tardiness occurs when a student is late to school or to class during the first 15 minutes of the period. Punctuality and being on-task promote student responsibility and self discipline. Our tardy policy is as follows: Students are allowed six (6) excused tardies per semester. All tardies beyond that will be unexcused and subject to disciplinary action, which may include being put on a tardy contract. Students are considered tardy if they are not inside the classroom when the late bell rings. Any student more than fifteen (15) minutes late to class MUST report to the Attendance Office to receive a pass to class and the student may be subject to disciplinary action.