

ATTENDANCE POLICY

Each CHS student and parent is responsible for understanding and complying with this policy.

Any questions about the policy can be directed to the CHS Attendance Clerk, at (619) 522-8907 Ext. 2094 or Mr. Stephen Abbott, Assistant Principal, (619) 522-8907 Ext. 2095.

General Guideline: A student is expected to be **“in class, on time.”** This is both a legal requirement and in the best interests of the student’s academic and personal development. Being **“in class, on time”** is the CHS standard for personal responsibility and consideration of other students and teachers.

EXCUSED ABSENCES

Our attendance policy, in accordance with Ed. Code 48205, stipulates that absences can ONLY be excused for the reasons listed below. Any other absences are UNEXCUSED.

1. Personal illness
2. Health department quarantine
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for an immediate family member
5. Jury duty or any other court order (such as a subpoena) requiring a personal appearance
6. Exclusion for failure to present evidence of immunization
7. Observance of a religious holiday
8. Military Family reunification

Please report absences immediately (as you would an absence to the workplace). Call our attendance line 522-8907 Ext. 2094 the morning of the absence.

1. Each consecutive day of absence must be called in.
2. All absences must be excused within **24 hours** by direct phone call, email, or note signed by a parent/guardian and delivered to the CHS Attendance Clerk. After 24 hours, an unexcused absence is a truancy. **A parent or guardian must come to the CHS Office** and see the attendance clerk or an administrator in order to clear the truancy.
3. Each CHS teacher and/or department has an attendance clause in their grading policies – please read each teacher’s policy on make-up work and tests for excused absences.

Students who plan to leave campus for a medical or court appointment must follow these procedures:

1. Students are required to bring a note signed by a parent to the attendance office when they first arrive at school. An off-campus pass will be issued for the time of the appointment.
2. Any student leaving campus for an appointment at any time—even during lunch—**must report to the office FIRST**. Students are then excused to meet parents for pick-up outside the front office.
3. Students must check back in with the attendance clerk when they return from their appointment.

4. Students not feeling well during the school day **MUST** report to the office. Students may not be excused to home by a parent if the student has not been seen in the health or front office; absences will be unexcused.

When a student has had 14 single-period excused absences in any class in a school year, any further absences for illness must be verified by a physician with a doctor's note, or the absence will be considered unexcused.

Students attending CHS-sponsored activities, field trips, or sporting events are excused with the permission of each individual teacher whose class the student will miss. It is the student's responsibility to communicate with teachers in advance of such an absence and plan for tests, projects and assignments scheduled for that day.

INDEPENDENT STUDY CONTRACTS

Students who will miss five or more consecutive days for reasons other than illness may complete Independent Study in lieu of attending school, with the prior approval of CHS Administration. The parent must send a written request to the administration and attendance office **at least two weeks** prior to leaving for independent study.

UNEXCUSED ABSENCES

Any absence, for a reason other than those listed above, is considered unexcused. An absence that is not properly reported (or verified by doctor's note if needed) within 24 hours will be considered unexcused.

Students who are off campus without a pass from the nurse or the attendance office, other than during lunch (or who do not return from lunch), are truant and may be ticketed by the police for truancy. The absence is unexcused for the classes missed, and the student will be assigned Saturday School.

TARDIES

If a student is not in class when the last bell rings for each class of the day, he/she will be marked absent or tardy. Students tardy to the first period of the day and the period after lunch are required to come to the office for a tardy pass.

MAKEUP WORK FOLLOWING ABSENCES

Teachers are not required to accept work or provide makeup assignments or tests for students who missed class due to tardiness or unexcused absences.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students must be present 4 or more periods to be eligible for extracurricular activities on the day of an absence. Any period absences must be excused.

Students with any unexcused period absences on the last school day prior to a weekend event are ineligible to participate.

DETENTIONS

Students with three (3) or more tardies may be assigned detention. Students are subject to progressive discipline for each additional tardy or for failure to attend the assigned detention. Progressive discipline may include Saturday School or In-School Suspension. If the scheduled time presents a conflict for the student, he/she must reschedule prior to the assigned time.

SATURDAY SCHOOL

Students with unexcused absences or tardies may be assigned Saturday School. Each class period of absence counts as one unexcused absence. The attendance record begins on the first day of school, and continues until the last day of school (i.e. there is no “clean slate” at the semester break).

- 1. If assigned, Saturday School attendance is MANDATORY.** If the student has a compelling need to reschedule, he/she must speak with an Administrative Assistant, prior to the scheduled date, to arrange a different date. **Not showing up for Saturday School may affect the student’s ability to participate in CHS extracurricular activities as well as events at other schools requiring the approval of the CHS administration.**
2. Saturday School takes place from 8:00 a.m. to noon on specified Saturdays throughout the school year under the supervision of a certificated teacher. Students must be on time. They are expected to be productive and must bring four hours worth of academic work
3. Students’ part-time employment does not take precedence over Saturday School.
4. Because school attendance is required for eligibility for participation in extracurricular activities, students may be required to miss an activity to attend Saturday School.
5. Saturday School may also be assigned as a consequence for behavior infractions, in accordance with the CUSD’s Discipline Action Guide.
- 6. Students can voluntarily sign up for Saturday School to clear a planned absence not excusable under Ed. Code (see “Excused Absences”), but approved by CHS Administration.**

WEEKEND MAKE-UP DAYS

Students who request an absence for any reason other than those listed in “Excused Absences” (i.e., voluntary planned family absences, college visits) may use Weekend Make-up Day(s) for the planned absence, **with the prior approval from CHS Administration**. Weekend Make-up Day contracts are available in the CHS office. These absences are coded “personal unexcused” until they are made up with a Weekend Make-up Day.

1. California Ed. Code (37223; 37330) allows for Weekend Make-up Days to extend to any CHS curricular activities spanning four or more consecutive hours on a Saturday or Sunday, under the supervision of a CHS Certificated employee.
2. Weekend Make-up Day opportunities may include any academic or service activity on weekend days that is 4 hours in duration and supervised by CHS Certificated Staff.
3. Students making up a voluntary absence with an approved Weekend Make-up Day must complete a contract with verification from the sponsoring CHS staff member and parent, and submit this form to the CHS Attendance Clerk, within 24 hours of the event.
4. **Weekend Make-up days may not be exchanged for Saturday Schools assigned as a consequence for unexcused absences/tardies, and do not clear such absences/tardies.**
5. **Students may not use prior Weekend Make-up Day activities to cover future planned family absences/personal unexcused absences.**

TRUANCY / LETTERS FROM THE COUNTY BOARD OF EDUCATION

1. A student with a total of **10** unexcused period absences/tardies will receive an attendance notice from the County, and will be assigned Saturday school and/or detention.
2. A student with a total of **24** unexcused period absences/tardies will receive a 2nd attendance notice from the County, and another assignment to Saturday School. Students become part of the CHS Attendance Support Program.
3. A student with a total of **36** unexcused period absences/tardies will receive a County Truancy letter and becomes part of CRG’s SART (Student Attendance Review Team) program. A mandatory SART meeting is held with the student and parent, and a SART contract is created to improve attendance. The student will also be assigned another Saturday School.
4. A student with a total of **48** unexcused period absences/tardies receives a 2nd County Truancy letter. A mandatory SARB (Student Attendance Review Board) meeting, which is a legal hearing, is held with the student, parent and other officials. A SARB contract is created. Failure to adhere to contract stipulations could result in a referral to County Court.