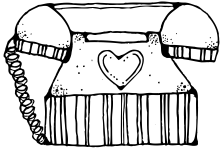
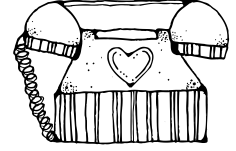


IMPORTANT Attendance Information

DON'T FORGET



Call to Report your Absence
822-5260



Absence Policy

It is the parent's/guardian's responsibility to ensure that students attend school promptly and regularly. (Educational Code, Article 6, Section 48290). **Parents have 3 days (72 hours) to call the school and clear their students absence.** The education code defines absences from school that qualify as a EXCUSED absence, and those are limited:

- Due to an illness;
- Due to quarantine under the direction of county/city health officer;
- For the purpose of having medical, dental, optometric, chiropractic services;
- For the purpose of attending the funeral services of a member of the student's immediate family;
- For the purpose of spending time with a member of a student's immediate family, who is an active duty member of the uniformed services, and has been called for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.

The attendance clerk will keep a record of all absences. Serious attendance problems will be referred to administration for action, and referral to all appropriate agencies will be made.

Students with excessive absences or tardies will require intervention. The parent or guardian will be referred to the principal for a meeting. If the absences or tardies continue, the parent can be referred to the Student Attendance Review Board (SARB) and may be subject to an attendance contract and/or fines.

Student Sign-Out Policy

Anytime a student is removed from campus during the school day by a parent or designee, this person must be listed as a contact on the student's registration card. Students must be signed out through the office. Children being removed early from school, 30 minutes or more, will have it marked into their attendance. A valid medical verification must be provided when the student returns to school.

Tardy Policy

A tardy prohibits children from gaining the maximum advantage from classroom instruction. Our goal is to eliminate tardiness, maximize instruction, and develop a sense of punctuality. Please try to have your child at school on time everyday.

Please review other side for more school information.