

ATTENDANCE PROCEDURE AND POLICY

We expect students to attend both high school and college classes regularly and on time. A pattern of absences and/or tardies may result in a student's losing his or her place at Ghidotti.

When a student is absent with parental consent for all or part of a school day, the parent is required to explain the absence in person, by telephone **274-5270**, by note, or email kstephensen@sierracollege.edu. Notes must be in ink and must include: a) the student's name and ID number; b) grade level; c) date(s) of absence; d) reason for absence; and e) signature of parent or legal guardian with date note was written. All routine medical and dental appointments should be scheduled after school if possible. Absences not cleared within three days become truancies and Saturday School is assigned.

Tardiness – An important life skill is to be prompt and punctual. It is important to be on time to class and prepared to work when the bell rings. Students are considered tardy when they enter a classroom during or after the tardy bell. Excessive tardiness and the disruptions that they cause will not be accepted.

Early Dismissal – Students who need to leave school during the school day are required to bring a note and present it to their attendance tech or have a parent call stating the reason and the time the student is to be dismissed. An early dismissal will be issued for the student to present to their teacher. Students must have an early dismissal form in hand prior to leaving campus.

Excessive Absences – Students who establish a pattern of unexcused absences or who have excessive absences will be referred to Student Attendance Mediation (SAM). The principal will counsel the student, notify parents and administer disciplinary action as necessary. If a student is absent due to parent approved personal days (such as a family vacation) more than three school days in a school year, Academic Saturday School will be assigned for each additional absence. Absences for school sponsored field trips, athletics or other activities will not apply to this policy.

Personal Days– Personal days are considered unexcused by the school district, however, a student may take up to three district-unexcused but parent-approved personal days per year. If there is a fourth personal day absence during the school year the student must make up the absence in an academic Saturday school. Extended personal days must have prior approval from the principal. It is highly discouraged for parents to plan vacations during school.

Truancies – Any absence without parental permission or without permission of a school authority for thirty minutes or more from any class constitutes truancy. *Any unexcused absences* will be referred to the assistant principal for assignment of detention, Saturday school or suspension.

"Ditch Days" are not authorized by the school. Senior "cut" days will result in loss of senior activities including Senior Prom, Commencement Exercises and the like.

I have read, understand, and will comply with the attendance policy of Ghidotti Early College High School.

Parent Signature _____ **Date** _____

Student Signature _____ **Date** _____