

# STUDENT ATTENDANCE

Valley High School is committed to having students learn and practice life skills. One major life skill that *is* expected to be practiced **EVERYDAY for EVERY PERIOD is PUNCTUALITY.**

Students who are consistently punctual and present every day at Valley High will have opportunities for various prizes and/or celebrations. We value students who demonstrate virtues of success like **REGULAR ATTENDANCE** and **PUNCTUALITY**. These are traits that lead to **SUCCESS**.

State law requires that all minors attend school full time. In order to benefit fully from the Valley High School academic and extra-curricular programs and make progress toward graduation, students must attend school regularly. Irregular attendance negatively affects class progress and grades. Attendance is taken each period and is noted in the teacher's roll book and in the electronic attendance system. Parents are encouraged to work with Valley High School in supporting students' regular and timely attendance. They may call the school's attendance office during school hours to check on their child's tardy and absence record.

## ABSENCES

### Types of Absences

#### *Excused Absence/Tardy*

There are only 5 reasons that the State of California will allow a child to be absent or late to school. These reasons are:

1. The student is sick.
2. The student has a medical or dental appointment.
3. The student goes to a funeral of a close relative (parent, sibling, and grandparent).
4. Medical Quarantine (i.e., head lice, impetigo, behind on shots).
5. Personal reason (court appearance, or religious holiday). The site principal or designee must approve absences as soon as possible.

#### *Unexcused Absence/Tardy*

Any "unexcused absence" or "uncleared absence" equals a truancy. Examples of unexcused absences:

1. Student/parent overslept
2. Baby-sitting
3. No clean clothes
4. Weather
5. Car/transportation problems
6. Vacations

### Excused Absence(s) Procedures

Parents are required to call the school to report absences on the day the absence occurs. A written note from the parent/guardian stating the reason for the student's absence may be submitted to the attendance office on the day the student returns if the parent/guardian has not called the school previously.

### Truancy Consequences

- Truant (E.C. 48260) absent from school without permission – Counseling Intervention.
- Habitual truant (E.C. 48262) any student, truant three or more times per school year –Counseling Intervention.
- Students who are habitually truant will be referred to the Attendance Improvement Office.

## **Perfect Attendance Awards:**

Weekly Recognition for Zero Lates\*/Zero Absences\* – Front of line passes awarded to 2 students from each grade level.

Monthly Recognition for Zero Lates\*/Zero Absences\* – Prizes TBD

Quarterly Recognition for Zero Lates\*/Absences\* – Prizes TBD

*\* Lates or Absences that are medically excused are accepted, so is any school related excuse like Field Trip or Athletics.*

### **STRATEGIES FOR MONITORING STUDENT ATTENDANCE**

#### **Parent/Guardian Weekly Attendance Call**

Parents and guardians are encouraged to download the app: ParentVUE to monitor and track their student's attendance and grades. This software can be utilized from any smartphone or other internet device.

If accessing ParentVUE is not an option, parent/guardians can make a weekly attendance call which is an extremely effective strategy for parents/guardians to monitor student attendance. This resource allows parents/guardians to call Valley High School (689-6500) every Monday or Tuesday and ask one of our clerical staff to check their student's previous week's attendance. The call will take just a few minutes and provides parents/guardians with information about their student's attendance habits. The school recommends Monday or Tuesday in order to develop a consistent routine, although parents can call any day of the week.

#### **Automated Daily Attendance Calls**

The automated system will contact the parent at 10:30AM and 6:00PM notifying them of a student's absence. It will call all guardians on their home and cell numbers and will also email all guardians who have an email address in our student information system. In addition, the automated system will SMS Text message any guardians who have opted in to receive Text Message Alerts. *The school strongly recommends that a parent/guardian also utilize a Daily Attendance Check or the Parent/Guardian Weekly Attendance Call.*

#### **How to clear an absence**

To help students maintain good attendance parents are advised to clear any absences within five (5) school days. Parents can clear an absence or a late by calling the front office (916) 689-6500 or by sending a signed note with their student. As stated in the previous section, when sending your student with a note to clear an absence, the note should include student's name, date, time, reason for absence(s) and a phone number where the parent or guardian could be reached.