

John Swett Unified School District

Attendance Policy

Absences may be excused by submitting a note to the office, or by emailing or calling the appropriate attendance clerk. Please include the Name of Student, the Grade Level, Date of Absence and Reason.

- Rodeo Hills Elementary 799-4431 ext.3151 yolivares@jsusd.org
- Carquinez Middle 787-1081 ext.4101rayfield@jsusd.org
- John Swett High 787-1088 ext.1113 jcontreras@jsusd.org
- Willow High 787-1088 ext.1113 jcontreras@jsusd.org

Students who attend school regularly derive the most benefit from the instructional program. Students with good attendance records achieve higher grades, enjoy school more, and are more successful in their pursuit of higher education. California Education Code 48200 states that every child ages 6 to 18 shall attend school regularly and conform to the regulations of the school.

It is the policy of John Swett Unified School District that students attend class regularly; that work missed because of school related activities or illness be promptly made up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible. Students who are frequently absent from or tardy to class without sufficient cause, may be enrolled in an alternate school setting at the discretion of the principal.

Definitions

Excused Absences:

Excused absences are those that are recognized by the State as LEGAL excused

absences. Excused Family Absences

1. Illness
2. Medical/Dental Appointments
3. Family Funeral

School Excused Absences

1. Field trips
2. Athletic and academic events
3. School office appointments

Personal excused absences are recognized by the school as being warranted.

1. Appearance in court
2. Holiday or ceremony of student's own religion
3. Funeral services for other than member of immediate family
4. College Visits

Unexcused/Truant Absences:

Absences not defined above as excused are unexcused absences and they include:

1. Any non-verified absence
2. Suspension
3. Absence due to leaving campus without permission – "cut"

4. Tardy more than 30 minutes

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John Swett Unified School District Attendance Policy

Students who are late to class often fail to realize that the teacher may have already recorded them as absent. It is always in the student's best interest to remain after class and ask the teacher to correct the "absence" to a "late."

There are no school sanctioned "ditch", "skip" or "senior cut" days.

Tardies:

A tardy occurs when the student is not in their assigned seat when the final bell rings.

Verifying Full Day Absences

When a student is absent from school for any reason, the parent must notify the school. A note, phone call or email stating the reason for the absence on or before the return day is preferred. **All absences must be cleared within three (3) school days from the last consecutive day of absence.** After that time, all absences will be considered truant. Under state funding guidelines, it is fraudulent for a parent to falsely excuse a student's absence or tardiness. Parents will receive an automated and/or personal call when their student has an unverified absence, one or more periods.

Absences can be excused by submitting a note to the office, emailing or calling the attendance clerk at the school site of attendance. Please include Name of Student, Grade Level, Day of Absence and Reason.

Permission To Leave Campus

1. For a student to legally leave campus, once the school day begins, parents must call or write the attendance office and request a permit to leave for their student, indicating the reason and time for dismissal. If the parent cannot reach an attendance clerk, please contact the school secretary for assistance.
2. Before a student leaves school, he or she must have a permit to leave issued by the school.
3. Students initiating a request to leave school must report to the attendance office (between periods or with teacher approval) and request a permit to leave. Parents will be contacted for their permission, except for confidential medical care (Education Code 46010.1).
4. Under no circumstances should a student leave during the school day **without securing permission.** Leaving campus without permission is an infraction of John Swett Unified School Districts Rules and Regulations. The student will also be considered truant.

5. Leaving Campus When Sick

A student, who wishes to go home because of illness, **must obtain an "off grounds permit" from the attendance office or the student must be signed out in the office by an adult that is listed on the students emergency card.**

If a student is off campus at lunch (*high schools only*) and becomes ill, the parent or guardian must contact the attendance office by the end of the school day in order to excuse the absence.

Makeup of School Work

Students shall be allowed to complete, to the extent reasonably possible, all assignments and tests missed due to excused, personal excused, and school excused absences. Generally, a student will have

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John Swett Unified School District Attendance Policy

one day to make up work following a one day absence, two days following a two day absence, and so on, unless otherwise informed by the teacher. However, students should plan to make up all work within a week. In the event of a lengthy illness, the student should see the attendance clerk to make special arrangements. Makeup work shall, where practicable, be reasonably equivalent to work missed. It must be recognized that it may not be possible to meet certain objectives taught during the absence regardless of the reason for the absence. No makeup of assignments and/or tests shall be permitted in cases of truancy or unexcused absences.

Consequences for Unexcused Absences and Tardies

Education Code 48263 states that students must attend school on a regular basis. Administrative action shall be taken with students who have excessive absences, whether excused or unexcused. This may result in filing legal action with Student Attendance Review Board (SARB) and subsequently with the District Attorney.

Extended Absence Homework Request

Parents may call the school secretary or attendance clerk when a student is or will be absent for three or more days. Office staff will make a written request to teachers for assignments. Homework may be picked up at least 24 hours after the request is made. Parents are also encouraged to contact teachers via email.

Temporary

Temporary Independent Study Contracts

If your family is going to be out of town five days or more, please contact the school attendance clerk to make the necessary arrangements for a temporary independent study contract. A two week notice is preferred when making arrangements for a temporary independent study contract. The attendance clerks need time to contact the teachers and the teachers need time to gather the necessary assignments.

For a more detailed description and definitions of John Swett Unified School District Attendance Policy or for additional truancy or SARB definition and description information, please refer to board policy at www.jsusd.org.

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