

## **ATTENDANCE**

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for your child to do his or her very best, it is important that he or she be in school as many days as possible.

For educational and financial purposes, we need your help in making sure your child has maintains good attendance. There are times when it is necessary for a child to miss school. We do not recommend that a child come to school if he or she is ill or could spread his or her illness to others. **We need your help in minimizing all other absences.**

Please note that “**excuse notes**” or **phone calls from parents are still required** to verify absences. Under the current law, schools must continue to track all absences and report them to the state. Please observe the following:

1. If you plan to take your child out of school for five (5) or more days (i.e. out-of-town trip), please contact the Kodiak Cluster Office (327-3528) at least five days in advance. A Site-based Independent Study contract will be arranged to help maintain the continuity in your child’s studies. (See below for directions for Independent Study)
2. Parents are urged to schedule medical appointments after school hours to ensure that instruction is not interrupted. Please call the Attendance Office (327-3500) 24 hours ahead of time for scheduled appointments.
3. Students who are present on campus every day of the school year are eligible for Perfect Attendance. Students must be present every day of to be eligible for this award. Alta Sierra Intermediate recognizes perfect attendance K-8 at an end of year award assembly.

### **ATTENDANCE REGULATIONS & PROCEDURES**

1. The parent or guardian should make a telephone call to the school (327-3500) by 10:00 a.m. to excuse any absence. You may leave a message at any time to excuse your child from school. The following information is required:
  - a. Parent/guardian's name.
  - b. Student's name.
  - c. Reason for absence.
  - d. Date of absence.
  - e. If an absence is more than one (1) day.
  - f. **\*\*Please contact teachers by email or call the cluster office to obtain assignments missed during student absences\*\***
2. Students arriving after the tardy bell (please refer to the bell schedule) must report to the attendance office before going to class.
3. If a student visits a doctor, written verification should be provided to the attendance office.
4. Students with excessive absences/tardies will be referred to the School Site SARB (See School Attendance Review Board below).

**Special Note:** Alta Sierra uses an automated attendance message system to communicate with parents/guardians. Phone calls go out daily at 10:00 a.m. and 5:00 p.m.

### **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

Clovis Unified School District has established a Student Attendance Review Board Program called SARB. The purpose of the CUSD SARB committee is to divert students with school attendance or behavioral problems from the juvenile justice system by providing guidance and coordinated community services to meet their special needs. The Alta Sierra Intermediate SARB committee is composed of an

administrator, school nurse, registrar, and other school personnel. The goal of the SARB committee is to meet with parents and students who are having attendance or behavior related issues to provide support and solutions to the problems and establish a consistent pattern of attendance. The SARB committee is concerned about the welfare of the student and their academic progress. Students with attendance issues can have two (2) SARB meetings at the school site. If a student's attendance or behavior is not modified through the efforts of Alta Sierra's SARB process, a referral may be made to the CUSD Master SARB committee. The CUSD Master SARB committee is made up of staff such as probation officers, welfare workers, mental health specialists, school nurses, and other community members. The District Master SARB committee may ask the courts to intervene.

If a student is attending Alta Sierra on an intra-district or inter-district transfer and is excessively absent, a recommendation to revoke the transfer shall be made to the CUSD Student Services and School Attendance office (SSSA).

### **TRUANCY POLICY**

Any student found to be absent without permission during the school day will be considered truant and will face appropriate administrative action as outlined in Tardy/Truancy Step Process. **Any student that is truant must serve a Thursday or Saturday School issued by the Kodiak Office.** If truancy becomes habitual, the student will receive a Thursday or Saturday School for each occurrence he/she were truant, and possibly be sent to SSSA for a recommendation for Alternative Education. The student will also be referred to the SARB process.

### **STUDENT MAKE-UP POLICY FOR EXCUSED ABSENCES**

1. It is the student's responsibility to check teachers' web sites to get missing assignments and to make up work missed due to absences. Parents and students may also contact teachers by email or call the cluster office to obtain assignments missed during student absences\*\*
2. Not all educational activities can be duplicated; therefore, excessive absences may result in a grade reduction or failing grade. The individual teachers will assign make-up work.
3. Students will be given at least the time to make up work that is equivalent to the number of days missed. Example: two days excused absences, two days for make-up work.

### **OFF-CAMPUS PERMIT**

The attendance office issues off-campus permits, however, permits for emergency illness are issued by the school nurse prior to the student's departure from school.

1. Off-campus permits will be issued for the following reasons:
  - a. Illness verified by the school nurse.
  - b. Appointments with doctor, dentist, or optometrist. The signature of the doctor or the doctor's nurse must be obtained at the time of the appointment.
  - c. Illness and/or death in the family or funeral attendance when verified by the parent.
2. Lunch Off-campus - PERMITS BY PARENTS ONLY: Parents may only take their student(s) to lunch. **Taking groups of students to lunch is prohibited.** Parents are reminded to return students to campus following lunch before the start of afternoon class.

### **SITE-BASED INDEPENDENT STUDY**

When a parent anticipates a student absence of **five days or more** that would normally be unexcused, the student may be temporarily placed on Site-based Independent Study. Site-based Independent Study allows a student to obtain all assignments prior to the anticipated absence, and not be penalized for an unexcused absence. **The parent or legal guardian must meet with the Kodiak Cluster Office secretary five or more days PRIOR to the absence to initiate the process. Times available are 7:30 a.m.-11:00 a.m. and 12:00-4:00 p.m.** If contact cannot be made between these hours, please call the Kodiak Cluster Office to make an appointment.

Note: District regulations do not allow Site-based Independent Study contracts for less than five (5) days or for more than 15 days.

**The following steps are to assist you in completing your Site-based Independent Study Contract:**

A parent or legal guardian must meet with the Kodiak Cluster secretary and sign all contracts before the student is placed on Site-based Independent Study. The student must have all work completed upon the first day of his/her return and present it to the Kodiak Cluster secretary. It is the responsibility of the student to make up incomplete work. Parent/guardian will be contacted if student's work is incomplete and absences remain unexcused.

**BEFORE LEAVING SITE-BASED INDEPENDENT STUDY**

1. The student shall take the Master Agreement and Assignment Sheet to every class (including electives and P.E.). The student will have each teacher sign and date the Master Agreement and fill in assignments for the time period he/she will be gone on the Assignment Sheet.
2. Master Agreement and Assignment Sheet must be turned into the Kodiak Cluster secretary before the Site-based Independent Study start date.
3. The student shall take a copy of the Assignment Sheet with he/she while on Site-based Independent Study and do the **assigned work**.

**RETURNING FROM SITE-BASED INDEPENDENT STUDY**

1. Students **report directly to the Kodiak Cluster Office prior to attending class**. The secretary will give the student a folder with his/her Assignment Sheet and one assignment stamped by the cluster secretary. This stamped assignment will be used by the teacher for grading purposes.
2. As the student reports to each class, he/she will turn in the assignments at the beginning of each period. The **teacher will sign and mark the Assignment Sheet and the attached classwork in the folder**. Once all assignments have been graded and collected, the student will turn his/her folder into the Kodiak Cluster secretary within three days. Failure to do so will result in assignment to Thursday or Saturday School until the completed folder is turned in to the Kodiak Cluster secretary.