

## ATTENDANCE POLICY

We believe that each student is entitled to the maximum instructional time each day and each period. Students are expected to arrive to classes on time and to attend every class.

A tardy is any late appearance of a student beyond the scheduled time that a class begins. A truancy is any unexcused absence that has not been cleared by a parent/guardian within 48 hours of the absence.

Excessive tardiness/truancies are disruptive to learning and disrespectful to everyone in the classroom. **Teachers** will take accurate attendance and hold students accountable for their behavior. **Administration** will support teachers and hold students accountable for their truancies. **Parents** will support student attendance through timely clearing of absences (within 48 hours). The Attendance Office will send an automated call home on every period absence.

***Habitual tardiness/truancies may result in referral to SARB (Student Attendance Review Board).***

## ATTENDANCE PROCEDURES

### To excuse an all-day absence:

Please email [ocattendance@sduhsd.net](mailto:ocattendance@sduhsd.net) to report an absence on the day of the absence. In the **subject line**, please detail the first and last name of the student followed by "Absence Report." In the body of the email, please give your name and relationship to the student and the reason for the absence (medical or personal). Unexcused absences that have not been cleared within 48 hours turn into truancies. You may also call 760-753-6241, ext. 3303 to report the absence, but email is preferred.

### To excuse a tardy:

Please email [ocattendance@sduhsd.net](mailto:ocattendance@sduhsd.net) before your student arrives at school. In the **subject line**, please detail the first and last name of the student followed by "Tardy." In the body of the email, please give your name and relationship to the student and the reason for the tardy (medical or personal). You may also call 760-753-6241, ext. 3303 to report the tardy, but email is preferred. Tardy students must sign in at the Attendance Office before going to class.

### To request an Off-Campus Pass:

Students must have an Off-Campus Pass to leave school. **24 hours in advance**, please email [ocattendance@sduhsd.net](mailto:ocattendance@sduhsd.net). In the **subject line**, please detail the first and last name of the student followed by "Off-Campus Pass." In the body of the email, please give your name and relationship to the student and the reason for the Off-Campus Pass (medical or personal). Please indicate the time that the student needs to leave the school, and whether or not the student will be returning to the school. You may also call 760-753-6241, ext. 3303 to request the Off-Campus Pass, but email is preferred.

Students **must** pick up the Off-Campus Pass in the Attendance Office **before** leaving the school. It is the student's responsibility to pick up the pass at the Attendance Office window, either before school or between classes on the day it will be used. Students must show the pass to the teacher before leaving the classroom. **Students who leave without a pass will be marked truant.**

### Students who are ill:

**Students who become ill while in school must ask the teacher for a pass to the Health Office.** The Health Office Technician will call the parent/guardian to discuss the illness and to decide if the student should be picked up by the parent/guardian. **Parents will pick up ill students from the Health Office (not the Attendance Office).** Students who leave school without permission from the Health Office Technician will be marked truant.