



La Cañada
High School

A National Blue Ribbon School

Registration 2017

Attendance Policies

IMPORTANCE OF ATTENDANCE

LCHS believes regular attendance is vital to a student's success in school. There is a strong correlation between student achievement and attendance. The student's job is not merely to acquire knowledge for him/herself, but to contribute to the learning community by sharing ideas, perspectives and values with others. Poor attendance prevents the student from being an active member of the learning process.

Absenteeism is a new measure by the state and federal government of school accountability. Districts and schools are required to report absentee rates and this measure will be one used to evaluate the quality of education provided across the state. Students who miss more than 10% of days enrolled for *any* reason are considered chronic absentees.

The school district loses state funding for every student absence, regardless of the reason for it. The district receives almost \$50.00 from the state each day a student is in school. A student who attends school every day represents about \$9,100 annually to educate that student. Any loss of attendance directly affects the district's operating funds.

PARENTS' RESPONSIBILITIES

It is the parent or legal guardian's responsibility to verify their child's attendance regardless of the reason. This needs to be communicated with the attendance office on the day of an absence or tardy or **within 24 hours**.

Parents or guardians must call the Attendance Office at

Grades 7/8 (818) 952-4236

Grades 9-12 (818) 952-4237

or provide a note explaining the reason for the absence or tardy.

When you call the Attendance Office, you will hear a recorded message. Upon completion of the recording, please provide the following information:

1. Student's legal name (spell), grade, and student ID number
2. Your name
3. Your relationship to the student
4. Date of and reason for the absence

Note: A parent/guardian call or the provision of a note will not automatically excuse an absence. It verifies the student's whereabouts. An absence is considered excused based on Ed Code.

There are 182 days of school in a year. There are 183 non-school days. Parents and students should do their very best to schedule appointments and take vacations on non-school days or after school hours.

If the parent or legal guardian is not available (e.g., out of town, hospitalized), the parent must identify, in writing, who is authorized to act on his/her behalf as temporary guardian for verifying attendance and making major medical decisions in emergencies while the parent is unavailable. Family members or friends listed on the emergency school contacts are *not* authorized to verify absences.

Parents are strongly encouraged to monitor their child's attendance on a regular basis in the parent portal of Aeries found at <https://abi.lcusd.net/parentportal> This is the same portal used for data confirmation prior to the start of the school year. If you have trouble logging in you can get help from the technology department at portalhelp@lcusd.net or contact Laura Hicklin in the LCHS administrative offices.

- Unverified Absences will be coded with the letter **A**
- Unverified Tardies will be coded with the letter **T**

Please look frequently at the Aeries portal to ensure that the student's absences have been properly cleared. There is a section for attendance.

MEDICAL VERIFICATION

When a student has had five absences in a semester, not necessarily consecutive, for verified illness by a parent, guardian OR the student (if 18 years old or older), any further absences for illness must be verified by a physician pursuant to Administrative Regulation 5113. If it is determined that a student has a chronic health condition, the "Chronic Illness Verification Form" requested from your student's counselor shall be completed by the treating physician listing the diagnosis and symptoms that may or may not require another doctor's visit, but would require the student to remain home from school.

STUDENT BECOMES ILL DURING SCHOOL DAY

If a student becomes ill during the school day, **he/she must report to the Health Office.** The Health Clerk will contact the student's parent who will determine if the student should leave campus. The student will receive a "Permit to Leave School Grounds" slip if the student is to leave campus due to this illness. ***Students may not leave for illness during the school day without first obtaining a "Permit to Leave School Grounds" from the Health Office.***

LEAVING DURING THE SCHOOL DAY FOR OTHER REASONS

If a student must leave campus during the school day for any reason, the student needs to bring a written note IN ADVANCE to the Attendance Office prior to the start of the school day. The note should include:

1. Student's legal name (no nicknames, please), grade, and student ID number
2. Date and time student needs to leave campus
3. Reason for leaving campus
4. Whether student will return to school that day
5. Parent's name, signature and best phone number

The student must pick up a "Permit to Leave School Grounds" slip at break time. **ALL STUDENTS MUST CHECK-OUT WITH THE ATTENDANCE OFFICE PRIOR TO LEAVING CAMPUS (NOT DURING CLASS TIME) AND HAVE THE PERMIT TO LEAVE SCHOOL GROUNDS SLIP IN THEIR POSSESSION.** Any student who leaves campus without checking out appropriately for any reason will be considered unexcused. Students are required to return the "Permit to Leave School Grounds" slip, signed by a parent, doctor or dentist, to the Attendance Office upon their return to campus.

In order to minimize classroom disruptions, the Attendance Office does not send reminders to students in the classroom. If a reason to leave campus surfaces after a student is already at school, please call the Attendance Office (Grades 7/8 at 818 952-4236 and Grades 9-12 at 818 952-4237). A "Permit to Leave School Grounds" slip will be prepared and the student may retrieve it from the Attendance Office when leaving campus. Parents should confirm the student has obtained "Permit to Leave School Grounds" slip before leaving the campus.

EXCUSED ABSENCES and TARDIES

There are only nine types of excused absences as defined by California Ed Code Section 48205.

1. Illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric or chiropractic services
4. Funeral service of the student's immediate family
5. Jury duty
6. Illness or medical appointment during school hours of a child of whom the student is the custodial parent.
7. When requested *in writing by a parent AND approved by an administrator*, personal reasons such as appearance in court, funeral service, holiday or ceremony of student's religion or attendance at an employment conference can be considered.
8. Serving as a member of a precinct board pursuant to Section 12303 of the Elections Code.
9. Spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services—duration up to the discretion of the district superintendent.

SCHOOL ACTIVITIES

School activities during the day such as field trips, student assemblies or tardies verified by another teacher are considered a non-absence.

COLLEGE VISITS

La Cañada High School allows up to six days per school year to be excused for college visits. Parents must complete the "College/University Visit Form" found on the LCHS website and provide written documentation from the college or university of the student's visit (e.g., tour schedule, hotel/airline receipts, brochure, agenda). These absences are included toward the total absences accrued each semester.

EXAMPLES OF UNEXCUSED ABSENCES and TARDIES

Suspensions	Sleeping In
Family Vacations	Coachella
"Ditch Days"	Studying for Tests

The list of different kinds of absence codings and explanations are found on page 8.

MAKE-UP WORK

An absence does not excuse a student from class work, tests or homework. If a student's absence is excused by the Ed Code Section 48205 listed above, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of the class. Students are allowed one day more than the number of days absent to complete work missed due to an excused absence. Failure to complete the make-up work within this time frame may result in a failing grade or zero on the assigned work. Students who are absent without written, verified and justifiable personal reasons or students who have returned to school without a note need not be given the opportunity to complete coursework, homework or tests missed. In the interest of supporting students academically, teachers should give them such opportunities for any excused absence. Codes which represent excused absences are: C, D, F, H, I, L, N, V, W, X and Z. A student's grades may be affected by unexcused absences in accordance with Governing Board policy. (Board Policy and Administrative Regulation 5113)

REQUIRED ATTENDANCE for STUDENT ATHLETES and OTHER EXTRA-CURRICULAR STUDENT ACTIVITIES

All students participating in school-sponsored activities after the school day (practice or participation in a game, rehearsal, performance or activity) **MUST** attend at least three classes on the day of the activity or event. If the activity or event is on a block schedule day, the student must attend two classes, not including STEP and homeroom. This policy applies to athletes, Pep Squad, Band, Orchestra, Choir, Drama and ASB. If a student violates this policy, she/he will be removed from and not allowed to participate in the game/event. If a violation is discovered after the game/event, the student will not be permitted to participate in the following game/event and receive disciplinary consequences. Requests for exceptions must be made in advance to the administrator overseeing attendance.

ABSENCE LIMITS

All school absences have a negative impact on learning. Early identification of poor attendance by parents and school staff leads to greater student success. This attendance plan is in place to promote positive attendance.

**There are serious consequences
for ANY student who accumulates nine or more absences
in any one class period for any reason within one semester.**

1. Parents will be notified by the auto dialer or by email of **each student absence**. Please verify all absences with the Attendance Office within 24 hours.
2. A student who is absent three days without a valid excuse for more than 30 minutes in one school year is considered truant and shall be reported to the attendance administrator according to California law. (Education Code § 48205 and 48260[a]). An administrator will notify the parent as an early intervention to correct the behavior.
3. Upon the **fourth absence** of any kind in one semester, an administrator will notify the parent or guardian by email, telephone or letter.
4. Upon the **fifth or sixth absence** or sooner at teacher discretion, the teacher is encouraged to contact parents.
5. Upon the **sixth to eighth absence** from the same class period in one semester, in addition to parent notification, the administrator and/or counselor may contact or meet with the student and parent to discuss the circumstances of the absences. Together, they will diagnose issues and

determine appropriate ways attendance can be improved. Saturday School, Detention and other consequences may be reviewed and assigned.

6. If the problem continues and a student accumulates **nine absences** in one class period within one semester, in addition to the actions listed in #5, the student's name may be added to the activity "No Go" list where privileges will be lost. The student may not be permitted to participate in school activities, dances, field trips, graduation ceremonies, etc. In addition, if the student has a parking permit or Off Campus Lunch Permit, the permits may be revoked.
7. **More than nine absences** More than nine absences in one class period within one semester is considered excessive. Students accumulated more than nine absences may be referred to a Student Study Team (SST) or Student Attendance Review Team (SART) meeting. An Attendance Contract may be initiated and other consequences may be issued.
8. **Nine or more full day absences for ANY reason** within one semester is considered a "chronic absentee." Students who accumulate nine or more full day absences may be referred to a School Attendance Review Board (SARB). Through SARB, the student, parent, assistant principal, community resource officer, a probation officer and a deputy district attorney will determine appropriate action to remediate the student's attendance. The student may be placed on a SARB contract. Other consequences described above may also be imposed.

TARDIES

A student is considered tardy if he/she is not in their assigned class when the bell rings. Tardies are determined as excused or unexcused under Education Code section 48205. Parents are expected to write a note verifying a tardy.

Less than 30 Minutes

If a student is tardy LESS than 30 minutes to any class period, he/she should report directly to class to avoid missing additional time. The parent verification tardy note should be shown to the teacher and taken to the Attendance Office by the student at break, lunch or after school for the tardy to be officially verified.

More than 30 Minutes

If a student is tardy MORE than 30 minutes to any class period, she/he should report with the parent verification note to the Attendance Office for a "Late Pass." The Attendance Office will mark the tardy and provide the student with an "Admit Pass" to be provided to the student's teacher.

The parent is encouraged to monitor their child's attendance in the parent portal of Aeries. The classroom teacher is encouraged to contact the parent via email or telephone when a student accumulates **three tardies** in one quarter. The **unexcused tardy** will result in a "U" grade in Citizenship in the quarter. At the end of each semester, any student with **eight or more unexcused tardies** in any one class period **will receive a "U"** in Citizenship for the semester and Saturday School Detention may be assigned.

Additionally, every **three unexcused tardies in one semester equals one absence** which is included in the total number of absences accrued. Unexcused early leaves more than 30 minutes also count in the accumulation of absences.

**Please see the ATTENDANCE CODES on page 8
for more information on the different kinds of absences/tardies and their impact**

CONSEQUENCES for POOR ATTENDANCE OR PUNCTUALITY

The following consequences may be used to improve attendance.

- Detention
- Saturday School
- Parent Conference
- Community Service
- Loss of the privilege of a Parking Permit
- Loss of the privilege of an Off Campus Lunch Permit
- Student Study Team (SST)/Student Attendance Review Team (SART)/Student Attendance Review Board (SARB)

CONSEQUENCES AVAILABLE FOR “U” GRADES IN CITIZENSHIP per QUARTER/SEMESTER, AND CITIZENSHIP GPA OF 2.5 OR LOWER

- Loss of field trip and student activity privileges
- Loss of Parking Permit privilege
- Loss of eligibility to APPLY for a Parking Permit in the 2018-2019 school year. (June 2018 citizenship grades will be used to determine eligibility in the 2018-2019 school year.)
- Loss of athletic eligibility per California Interscholastic Federation (CIF) regulations and Board Policy
 - Probation = lower than 2.5 citizenship GPA with no more than 1 U
 - Ineligible = two ‘U’s or a probationary student still below 2.5 for second consecutive marking period (Quarter grades)
- On probation or ineligible for participation in extracurricular and co-curricular activities such as performances and activities.

HOW OVERALL CITIZENSHIP IS CALCULATED

Citizenship grade point average (GPA) is calculated in a manner similar to academic GPA. Each letter is converted to a numeric value as defined below.

O = 4
S = 3
N = 2
U = 0

Add the values assigned to each citizenship grade and divide by number of courses assigning a citizenship grade each quarter/semester. Citizenship grades assigned in STEP are included in the citizenship GPA.

OFF CAMPUS LUNCH PRIVILEGES

La Cañada High School is a closed campus. However, the Governing Board, pursuant to Ed Code Section 44808.5, allows students to apply for a permit to leave school grounds during the 30-minute lunch period ONLY with parent permission. Parents must sign the [“Off Campus Lunch Permit Application”](#) found on the registration page linked here. Parents are encouraged to give this privilege serious consideration to ensure the child is responsible enough to handle her/his time wisely. Some parents save this privilege for the senior year. The Education Code states, “Neither the school district nor any officer or any employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil left the school ground pursuant to this section.” Students who have parent permission to leave campus during lunch will

have such privilege designated on their ASB/ID card. Students who leave campus without permission are subject to disciplinary action, including suspension. **Students returning late from lunch four or more times may have their lunch and/or parking privileges revoked. Off Campus Lunch Permits relate to the lunch period ONLY. Students in possession of an Off Campus Lunch Permit are not permitted to leave campus during break or any other time.**

Understanding ABSENCE AND TARDY CODES in Aeries Parent Portal

- ... Tardy Codes
- ... Codes Marked by Teacher
- ... All Other Codes Marked and Verified by Attendance Office

CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	COUNTS as an ABSENCE
A <i>(Marked by Teacher)</i>	Absence Not Yet Verified <i>Used by teachers to indicate student was absent, reason TBD.</i>	Unverified	Unexcused	YES
B	Unexcused Tardy MORE than 30 Minutes <i>Student must check in with Attendance Office and is then sent to class. Student does not present a valid excuse. Tardy counts towards truancy accumulation.</i>	Unverified or Verified	Unexcused	3 = Absence YES
C	College Visit <i>Prior permission required, College/University Visit Form must be completed and documentation provided upon return. Up to six days per school year will be excused.</i>	Verified	Max 6 Excused	YES
E	Independent Study Contract Completed <i>Work completed and contract submitted immediately upon return.</i>	Verified	Excused	NO
F	Field Trip	Verified	Excused	NO
H	Home Instruction <i>Teacher assigned by administrator to provide instruction in home setting.</i>	Verified	Excused	NO
I	Illness or Medical Appointment <i>If appointment is during school day, the Permit to Leave School Grounds slip needs to be signed and returned to Attendance Office.</i>	Verified	Excused	YES
L	Excused Tardy <i>When student is tardy for reason identified in EC 48205(a), for any length of time, the student must take note to Attendance Office.</i>	Verified	Excused	NO

CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	COUNTS as an ABSENCE
N	In-school Suspension <i>Assigned for disciplinary reasons, parents are notified. Student responsible for make-up work.</i>	Verified	Excused	NO
O	Unexcused Check-out MORE than 30 Minutes <i>Student must check out with Attendance Office. If student misses more than 30 minutes before the end of the school day without a valid excuse it counts towards truancy accumulation.</i>	Verified	Unexcused	NO
S	Suspension <i>Assigned for disciplinary reasons, parents are notified. Make up work at discretion of teacher.</i>	Verified	Unexcused (Not in Truancy Count)	YES
T (Marked by Teacher)	Tardy LESS than 30 Minutes Not Yet Verified <i>Used by teachers to indicate student was tardy. Student reports directly to class. Student takes parent note to Attendance Office at break, lunch or after school.</i>	Unverified	Unexcused	3 = Absence YES
U	Parent Explanation for absence is NOT included in EC 48205 <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
V	School Activity <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO
U	Parent Explanation for absence is NOT included in EC 48205 <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
V	School Activity <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO
W	Administrator Approval for Personal Reasons <i>Must be requested in writing in advance. Based on 48260(c), "discretion of school administrators & facts of pupil's circumstances" such as court appearance, funeral, religious holiday or ceremony</i>	Verified	Excused	YES
X	Excused Absence <i>All reasons identified in EC 48205(a) (except illness, medical, admin approval or college visit)</i>	Verified	Excused	YES

CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	COUNTS
------	-------------	----------------------------------	----------------------------------	--------

		UNVERIFIED by PARENT	UNEXCUSED per ED CODE	as an ABSENCE
Y	Unexcused Tardy LESS than 30 Minutes <i>Student reports directly to class. Student takes note to Attendance Office at break, lunch or after school.</i>	Verified	Unexcused	3 = Absence YES
Z	State Emergency <i>Only used at the direction of an administrator with state authorization.</i>	Verified	Excused	NO

FREQUENTLY USED ATTENDANCE TERMS

Average Daily Attendance (ADA): This is commonly understood as the percentage of pupils who typically attend class each day, calculated by dividing the number of pupils present by the total number of enrolled pupils. However, in California, ADA also refers to the formula used to determine how much funding a school district should receive from the state. In this case, total ADA is defined as the total days of student attendance divided by the total days of instruction during which the student is enrolled.

Excused Absence: There are nine types of excused absences under Education Code section 48025. Parents must verify student absences and the school will determine whether to classify the absence as excused or unexcused. Illness may also be verified by a public school nurse, physician, or other qualified school employee.

Chronic Absentee: A student absent for any reason on 10% or more of the school days. Unlike truancy, this measure includes ALL absences – including excused absences – and assumes excessive absence impedes learning. (EC § 60901[c][1])

Truant: Any pupil who is absent from school without a valid excuse as defined by the Education Code for three complete days, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (EC § 48260[a])

Habitual Truant: A pupil is deemed to be an habitual truant if he or she is reported as a truant three or more times in a school year provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (EC §§ 48262, 48264.5)

Chronic Truant: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, provided that the district has complied with Education Code sections 48260, 48260.5, 48261, 48262, 48263, 48291, and EC Section 48263.6.