



# Attendance Policy (New regulations!)

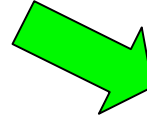
Attendance is directly related to success in school. To encourage regular school attendance, Sweetwater High School has adopted the following policy:

1. The Board of Trustees of the Sweetwater Union High School District believes that absences may be used to determine student scholarship grades. Any student who accumulates absences of 20 hours or more (10 days of block classes) per semester in any one class is in jeopardy of receiving a failing grade (F.)
2. **NEW BOARD REGULATION:** Parents have **2 WEEKS (10 school days) TO EXCUSE AN ABSENCE. If not, only a SATURDAY SCHOOL will "clear" the absence.**
3. Students who have accumulated 5 tardies (L) or trancies (unexcused hours of absence) (T, U, V, B) or a combination five truants and/or tardies for a semester in a class may fail that class in citizenship.
4. An absence is a truancy unless the attendance office is informed by phone from a parent or receives a note signed by the parent **within 2 weeks of the absence.**
5. **Students are responsible for checking the weekly printout** of absences and tardies as posted in each of their classes.
6. Students arriving tardy to school will have **Nutrition Break detention the SAME day** that they are tardy to the start of school. Other consequences will follow if students continue to be late to school often.

Note: If you are late 5 times, you earn an "F" in citizenship in that class. It may also affect your scholarship grade.

7. If you have 5 or more hours of unexcused absence, you mail get an "F" in citizenship.
8. If you have 20 or more hours of (even excused) absences, you may FAIL scholarship and citizenship due to lack of proper participation.

## To "clear" (not erase) tardies:



### Go to Detention: ("clear" tardies)

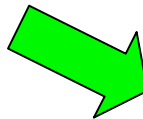
Sign in with teacher:

Monday - Friday: 7-7:23 a.m. in Library  
Monday - Thursday: 2:40 - 3:10 p.m. in 306  
Friday afternoons: no detentions offered

Students arriving tardy to school will have **Nutrition Break detention the SAME day** that they are tardy to the start of school. \*\*\* Nutrition Break detention does NOT "clear" a tardy.\*\*\* Other consequences will follow if students continue to be late to school often.

## To "clear" (not erase) unexcused absences:

A truancy is an hour of unexcused absence. Five trancies is an **F** in citizenship & affects your scholarship grade.



### Go to Saturday School:

("clears" 6 hours of trancies or 1 full day of absence, **not tardies.** )

Bring 4 hours worth of work to do!

## You are responsible for your own record!

- ✓ Check weekly attendance printouts in your classes or come see Mrs. Callaway, Mrs. Tanner, or Mrs. Gamez to review your attendance with them during Nutrition Break, Lunch, before or after school.
- ✓ If errors exist, ask your teacher to write a note explaining the corrections.
- ✓ Bring note to Ms. Callaway/Tanner or to anyone in the attendance office.

**\*\*\* MAKE SURE YOUR ABSENCE IS EXCUSED WITHIN 2 WEEKS.  
OTHERWISE ONLY A SATURDAY SCHOOL WILL CLEAR IT.**

## Saturday School?

If an absence has not been excused within 2 school weeks, only Saturday school will clear it.

You may “clear” unexcused absences by signing up for Saturday School with Mrs. Callaway or Mrs. Tanner. Saturday School does NOT clear tardies. There are 9 detentions every week with which to clear tardies.

Saturday school will not be allowed for students who continue to be truant.

To attend Saturday School:

**MEET AT STEPS OF THE SCHOOL'S  
FRONT ENTRANCE AT 7:50 A.M.**

1. Saturday School is from 7:50 am to 12 noon.
2. You must stay for all 4 hours to get any credit.
3. It is a 4 hour study hall. You must bring school work or cannot attend.
4. You should bring food for the 10 minute break at 10:00 am.
5. You may not leave campus at all
6. If you are one minute late, you cannot stay to get any credit.

If absences or tardies are not excused, corrected, or “cleared” by the end of the next deadline date, they stay on your record for grades and for the next NON PRIVILEGE LIST.

*Going to detentions or Saturday Schools will not help if tardiness or absenteeism continues. Attendance Office will not clear tardies or absences if student continues poor attendance pattern.*

## Attendance Clearance Deadlines

The information left on a student’s record after these deadlines is used, in part, to determine scholarship and citizenship grades and the Non Privilege Lists, which come out 8 times per year (4 times each semester.)

Each Attendance Clearance Deadline comes BEFORE the next Progress Report/ Grades.

Wed. Aug. 6, 2008 (BEWARE: Non Priv List for all Dances, Trips, etc)

Wed. Sept. 3, 2008 (BEWARE: Non Priv List for all Dances, Trips, etc)

Wed. Oct. 29, 2008 (BEWARE: Last deadline before WINTER BALL DEC. 6<sup>TH</sup>)

Sat. Dec. 6, 2008 (BEWARE: Non Priv List for all Dances, Trips, etc)

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Wed. Jan. 28, 2009 (BEWARE: Last deadline before Sweethearts Ball FEB. 8th)

Wed. March 4, 2009 (BEWARE: Non Priv List for Prom/Grad Nite)

Sat. May 9, 2009 (BEWARE: Non Priv List for Prom/Grad Nite)

Seniors & Graduation:

Sat. May 30, 2009 (BEWARE: Non Priv List Grad Nite)

Underclassmen:

Sat. June 6, 2009 (BEWARE: Non Priv List for Dances, Trips,)

**MAKE SURE YOUR ABSENCE IS EXCUSED  
WITHIN 2 WEEKS OTHERWISE ONLY A  
SATURDAY SCHOOL WILL CLEAR IT.**

## How may absences be excused?

Parents or guardians of record must either:

1. Call Mrs. Gamez (474-9703)
2. Call Mrs. Tanner (474-9744)  
(leave excuse on answering machine, too) or
3. Call Mrs. Callaway (474-9702) (leave excuse on answering machine, too)
4. Bring a signed note the day you return.

**We all go to work at times when we don't feel 100% well. Students can do this, too, sometimes.**

## What If You Must Leave Campus During the Day?

1. Drop off a note from your parent or guardian of-record at the Attendance Window before 7:30 a.m. Explain why you must leave at a certain time.
2. Get an Off-Campus pass with time of departure on it.
3. You **MUST** sign out at attendance window at the time you are leaving campus, **EVEN** if the nurse sends you home.
4. If you return later, you must sign back in so we know where you are.
5. If parent/guardian/or designated person comes to Attendance Office, they must have valid form of photo identification
6. If this is not done and you leave, it is a **VERIFIED TRUANCY**.

## If You Have Truancies, Can Work Permits or Financial Aid be granted?

No. The State of California believes that the first priority is that the child attends school daily. For example, Welfare & AFDC benefits may end or be reduced drastically.

## Short Term Independent Study?

*If Parents Know in Advance That Their Child Will Be Absent 5 or More Days...*

...notify Mrs. Callaway (474-9702) immediately. You will be placed on Short Term Student Independent Study. You will get all of your homework in advance and we will all sign this form that says the homework will get turned in. Teachers need to sign the form before students leave, too. Turn the signed form into Ms. Callaway before leaving. Bring a sample of work to Ms. Callaway upon your return.

## The Letter Codes On The Attendance Printout

- A Absence excused by a note or parent phone call within 2 days of absences
- B Truancy Sweep by District or by Police
- C Truancy (hour of unexcused absence) "cleared" by Saturday School
- D Excused at a School function (Student must turn in all make-up work.)
- I Excused - Short-term Independent Study BUT, counts against you if the "I's" stay. Make-up work was not done.
- J Excused Late or Tardy-Student brought note/Parent called.
- K When Short-term Independent Study work is turned in to teachers and the office, student regains the hours lost.
- L Late or tardy to class by less than 30 minutes of any hour. At 31 minutes late, it's an absence for the hour.
- N Excused, but not for being ill. Personal Necessity.
- O In-School Suspension
- Q A late that got "made-up" or "cleared" (not erased) by a detention.
- R Excused AND attended Saturday School.
- S Suspension (off campus)
- T Unexcused hour of absence (Truancy) Counts against student.
- U Unexcused -State/school did not accept the reason or the deadline is past.
- V Verified Truancy-school/parent knows child was "DITCHING." Teacher does not have to give make-up work.
- Z Student is in Juvenile Hall or Hospital.