

Palos Verdes Peninsula High School

ATTENDANCE POLICIES

2010-2011

Absences

The absence of a student from school, whether excused or unexcused, has a twofold effect upon the educational process. The absence not only removes the student from the classroom setting, but also impacts the District's ability to provide quality instruction. It is recognized that most absences are unavoidable and that most students make-up the work they missed.

Per current legislation, schools are funded for students in attendance each day (ADA). Although, the PVPUSD has one of the highest attendance rates in California, the financial impact of student absences continues to strain the District's financial resources. The School District receives a payment of \$36 from the state each day that a student is in school. For each student who attends school every day during the school year, the district receives an approximate amount of \$6336. Families are encouraged to plan medical appointments, activities and trips during the holidays or vacations to ensure the best possible learning experience.

Schools receive funding only for days in which a student is in attendance for at least a portion of the day. If students must make appointments during the school day, it is important that they still attend school either before or after the appointment so that ADA monies will not be lost. However, if it is absolutely necessary for students to miss school, parents may assist in the recovery of funds by having the student complete the Independent Study Contract (if the student will be absent from school for 5 or more days) or by making a donation of \$36 for each day that the student is absent.

Working together allows schools to provide the strongest possible educational opportunities for our students.

Tardies

It is very important for students to arrive to class before the bell rings. For habitual tardiness, the student will be referred to the Student Attendance Review Board (SARB). Habitual tardiness becomes an attendance problem subject to disciplinary action. *A student will be marked tardy if he/she arrives to class up to 10 minutes after the bell rings without appropriate permission from the office.*

1 st & 2 nd Tardies	Student warned by teacher.
3 rd Tardy	Student warned and parent notified by teacher.
4 th Tardy	Teacher submits referral to administration. Parent notified by teacher. Attendance administration conferences with student and notifies parent/guardian. Student issued 3-4 days of lunch-time paper pick-up.
5 th & 6 th Tardies	Teacher submits referral to administration. Parent notified by teacher. Attendance administration conferences with student and notifies parent/guardian. Saturday School issued to student. Attendance administration may refer student to SARB.
7 th Tardy	Teacher submits referral to administration. Parent notified by teacher. Attendance administration conferences with student and notifies parent/guardian. Student will be issued Saturday School <i>or</i> dropped from class with F/U at teacher's request.

Cut/Truancy

Cutting a class, whether a single period or full-day, is considered an unexcused absence. Habitual cutting or truancy is grounds for Saturday School, suspension, or a transfer from the current school. Cutting class is unacceptable! Students with more than 4 cuts in one semester per class may be dropped from the class. **NO MAKE UP WORK IS PERMITTED FOR STUDENTS WHEN THEY CUT CLASS.**

Cut - If a student is more than 10 minutes late to a class without appropriate permission from the office.

Truancy – If a student misses 3 or more periods in a school day without appropriate permission or prior clearance from the Attendance Office.

1st Cut/Truancy	Student warned and parent notified by teacher.
2nd Cut/Truancy	Teacher submits referral to administration. Parent notified by teacher. Attendance administration conferences with student and notifies parent/guardian. Student issued 5 days of lunch-time paper pick-up.
3rd Cut/Truancy	Teacher submits referral to administration. Parent notified by teacher. Attendance administration conferences with student, gives student final warning, and notifies parent/guardian. Saturday School issued to student. Attendance administration may refer student to SARB.
4th Cut/Truancy	Teacher submits referral to administration. Parent notified by teacher. Attendance administration conferences with student and notifies parent/guardian. Student will be issued Saturday School <i>or</i> dropped from class with F/U at teacher's request.

Saturday School

Saturday School will be assigned as a consequence/intervention for failure to follow school rules including, but not limited to, excessive tardies, cuts, and/or truancies. Saturday School will be held on Saturdays from 7:30am-11:30am, and will rotate between Palos Verdes High School and Peninsula High School. PVHS & PVPHS teachers and/or counselors will be responsible for supervision of students at Saturday School. Students assigned Saturday School will be issued a contract (signed by student and parent/guardian) and must return the signed contract and show a current student ID card at the door. Students who do not arrive promptly at 7:30am will be turned away and subject to additional disciplinary consequences. Students who fail to attend Saturday School on their assigned date or exhibit inappropriate behavior will be sent home from Saturday School and will face additional disciplinary consequences. Sleeping, socializing, listening to IPOD's or other electronic media, using cell phones or personal computers, and playing video games will NOT be permitted. Students are responsible for bringing appropriate educational materials, homework, and/or books.

SARB (School Attendance Review Board)

For habitual tardies, cuts, unexcused absences, and excessive excused absences, a student may be referred to the School Attendance Review Board (SARB).

The goal of the SARB board is to keep students in school, increase graduation rate, and develop and implement strategies to improve student attendance, behavior and achievement. At SARB meetings the parent(s)/guardian(s) and student are advised of the California State compulsory education laws and potential consequences for the student and parent(s)/guardian(s) if they are not complying with the law. Obstacles preventing school attendance are addressed, the SARB board suggests solutions, and a SARB contract is signed. Although the goal of a SARB meeting is to keep students in school and provide them with a meaningful educational experience, SARB boards do have the power, when necessary, to refer students and their parent(s)/guardian(s) to the District Attorney's Office.