

ATTENDANCE

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GENERAL INFORMATION

All individuals under the age of eighteen (18) who have not yet graduated from high school are mandated by state law to attend school. La Vista/La Sierra High School students are required to attend each of their scheduled classes punctually and consistently, minimizing absences whenever possible. It is the responsibility of parents to ensure their student attends school regularly and arrives on time each day. Mr. Joel Medina, the Student Intervention Liaison, is available to provide consultation and support for any attendance-related concerns.

PERFECT ATTENDANCE

Students who have ZERO (0) absences from school are considered to have perfect attendance. Any absence from any class, even if excused (e.g., due to illness, doctor's appointments, college visits...etc.), disqualifies a student from earning perfect attendance. However, school-sponsored events such as field trips do not count as absences.

La Vista/La Sierra High School recognizes and rewards students with perfect attendance. Each student with perfect attendance receives a certificate and becomes eligible for a monthly drawing, which includes prizes such as gift cards, Knott's Berry Farm passes and other gifts.

CLEARING ABSENCES

Students have three (3) days to clear absences after their return to school. Absences that are not cleared within three (3) days will be marked as unexcused. Absences can be cleared through phone calls, voicemails, emails or written notes from the Parent or Guardian within the three (3) day limit. The written note/excuse letter must include the following:

- Name of student
- Student ID number
- Date(s) of absence
- Reason for the absence
- Parent/Guardian's signature
- Phone number

ATTENDANCE CORRECTIONS

If an error has been made in attendance, the student should promptly reach out to the appropriate Teacher to discuss and clarify the error. Upon verification, the Teacher will fill out an attendance correction form and submit it to the Attendance Office for processing. Additionally, the Teacher may send an email to the Attendance Office with details of the correction. Please allow a few days for the correction to be processed. If the correction is not made within this time frame, the student or parent/guardian should contact the Attendance Office for further follow-up.

APPROVED/EXCUSED ABSENCES

Parents are required to call the Attendance Office on the day of a legitimate student absence. Additionally, students who are eighteen (18) years old or older are permitted to clear their own absences. Absences will be excused upon proper verification for the following reasons:

- Illness
- Medical, dental, optometrist or chiropractic appointments
- Funeral for a member of immediate family (1 day local, 3 days out of state)
- Jury duty (with documentation)
- Court appearances (with documentation)
- Recognized religious observances, holidays or Religious retreats or trips

EXTENDED ABSENCES

If a student will be absent for more than five (5) days, prior approval is required. The student must provide a note to the Attendance Office before the absence, explaining the reason. For absences lasting five (5) or more days due to medical reasons, a doctor's note is required. The school may also request a doctor's note for students with excessive absences due to illness.

UNAPPROVED/UNEXCUSED ABSENCES

Absences that do not qualify as valid reasons will be marked as unapproved and unexcused. Examples of unapproved/unexcused absences include:

- Family vacations or trips
- Working
- DMV appointments or driving tests
- Participation in non-school sponsored activities or events
- Assisting parents/guardians or other family members at home or work, including babysitting
- Oversleeping
- Traffic
- Studying for exams
- Weddings
- Other personal reasons

Unexcused absences can result in consequences such as Saturday school, in-school suspension, parent conferences, and even referral to law enforcement. Excessive unexcused absences may also limit opportunities to participate in co-curricular and extracurricular activities, including field trips and school events. Also, students with unexcused absences may not receive extended time to work on their assignments, potentially affecting their grades and credit recovery.

LEAVING DURING SCHOOL DAY

Any absences resulting from a student leaving during the school day for appointments, illness, or court appearances must be pre-approved by a parent through a phone call or note; otherwise, they will be recorded as **CUTS/TRUANCIES**.

Students must first check out through the Attendance Office. If a student leaves during the school day for any reason, they must go to the Attendance Office, where a parent or guardian will be contacted for approval. In case of an emergency and a parent or guardian cannot be reached, an emergency contact will be notified.

Parents picking up students early must check in with the Attendance Office, allowing extra time for the student to be sent to the office. If the student returns

to school the same day, they must report to the Attendance Office for proper attendance clearance.

LATE ARRIVALS AND TARDINESS

All students are expected to report to all classes on time. Excessive tardiness may result in the assignment of Saturday School or other disciplinary actions. Students who are over thirty minutes late to class are considered truant/absent.