

ATTENDANCE

GENERAL

All persons under eighteen years of age who have not graduated from high school are required by state law to attend school. Pupils over sixteen years of age may continue their education through alternative education programs or other special programs with parent and school permission. Because a large part of student success in school depends on regular class attendance, FUHS students are expected to attend each of their scheduled classes promptly and regularly, avoiding absences whenever possible.

ATTENDANCE—PERFECT

Students who have zero absences from school are considered to have perfect attendance. Any absence from any class, even if cleared (e.g., ill, doctor's appointment, college visits, etc.) disqualifies a student from earning perfect attendance. (School-sponsored events such as field trips are not absences.)

ABSENCES—CLEARING

Students have **three days to clear absences after their return to school**. Absences uncleared after three days will become unexcused. Absences may be cleared by a written note from a parent or guardian within the three-day limit. The written excuse must have a parent/guardian's contact name and phone number, the student's ID Number, and the justification for absence. If possible, please send written clearance prior to pre-arranged appointments to allow for easier dismissal and clearance of students.

ABSENCES—APPROVED/EXCUSED

Absences will be excused upon proper verification when due to illness, medical or dental appointments, court appearances, or recognized religious observances. Parents are asked to call the school at (714) 626-3822/3835 on the day of a legitimate student absence and provide a written excuse upon the student's return to school. If a student who is eighteen years would like to clear his/her own absences, written parent/guardian consent must be submitted. Upon review, the school may allow the student to clear his/her own absences. The school may require doctor's notes for absences in excess of 3 consecutive. The school may also require doctor's notes if a student has excessive absences for illness.

ABSENCES--EXTENDED

If a student will be absent for more than 5 days, prior approval is needed. Students should bring in a note to the attendance clerk prior to the absence explaining the reason. The student would then receive an extended absence approval form to take to the student's teachers before the leave of absence.

ABSENCES--UNAPPROVED/UNEXCUSED

Absences with approval of parent or guardian that are **not legal** reasons for being excused will be unapproved. Examples of unapproved absences are babysitting, family vacations or trips, working, DMV appointment or driving tests, or other personal reasons. Assignments missed during unapproved absences may not be made up without permission from the teacher. Unexcused absences can result in Saturday School, In School Suspension, parent conferences up to referral to law enforcement. **Excessive unexcused absences may result in limited opportunities to participate in co/extra-curricular activities (ie: athletics, performances, senior activities, etc).**

LEAVING DURING SCHOOL DAY

Any absences resulting from a student leaving during the school day (doctor/dentist appointment, illness, court appearance, etc.) must be **pre-approved** by a parent either through a phone call or a note; absences of this type, not pre-approved, will be registered as **CUTS/TRUANCIES**. **Students must first check out through the Attendance Office**. If a student leaves during the school day for any reason, he/she must come to the Attendance Office where a parent/guardian will be contacted for approval. If an emergency should occur and a parent/guardian cannot be reached, an emergency contact will be notified.

TARDY POLICY

Promptness to class is considered an important factor in the student's development. In addition, punctuality is necessary to the educational process because it reduces interruptions, increases time on task, and minimizes duplication of instruction. Student attendance is able to be tracked daily via Aeries.net. The following are the consequences for habitual tardiness, tracked quarterly:

Third Tardy

- The teacher assigns a consequence and reviews the problem with the student advising the student of the potential citizenship grade reduction and potential future Saturday School assignment.

Sixth Tardy

- Teacher/Administrator issues a four-hour Saturday School assignment that must be signed by parent/guardian
- Saturday School is logged in student discipline history
- The student may receive an "N" (Needs Improvement) citizenship grade

Ninth Tardy

- Administrator issues a four-hour Saturday School assignment that must be signed by parent/guardian
- Saturday School is logged in student discipline history
- The student may receive a "U" (Unsatisfactory) citizenship grade.

Twelfth Tardy

- Assigned administrator may issue a one-day in-school suspension. A parent conference is held before the student returns to school.

Fifteenth Tardy

- Assigned administrator may issue a one-day suspension. A parent conference is held before the student returns to school.

Failure to attend Saturday School may result in an In-School Suspension

Excessive tardies may result in limited opportunities to participate in co/extra-curricular activities (ie: athletics, performances, senior activities, etc).