

## **ATTENDANCE INFORMATION**

Attendance and tardies are reported for each class period daily. A very large part of student success in school is dependent upon regular class attendance, and students are expected to attend each of their scheduled classes promptly and regularly. California State Law requires all persons under age 18 to attend school until graduation.

Parents/Guardians are required to verify a student's absence within three (3) school days. Parents/Guardians may send a note, report an absence online through the following link ([REPORT AN ABSENCE](#)) or call the attendance office (714) 626-4211 stating the student's name, ID number, date of absence, and reason for the absence. **According to District policy, absences not cleared within three (3) days are considered (U) unexcused and may result in a Saturday School assignment and affect the student's grades.**

The following reasons for absences are EXCUSED:

1. Illness\* (any student absence of more than 5 days may require a doctor's note upon the student's return.)
2. Medical or dental appointment
3. Funeral service for immediate family (1 day in state, 3 days out of state)
4. Jury duty
5. Illness or medical appointment of a child to whom the student is a custodial parent
6. Upon advance written request by the parent/guardian and the approval of the Principal or designee:
  - a. Appearance in court, funeral service, observation of a religious holiday or ceremony, religious retreats, employment conference or legislative/judicial process

\*When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician.

The following examples are **NOT EXCUSED** as prescribed by the attendance laws: DMV appointments, Vacations, Studying for Exams, Oversleeping, Babysitting, Birthday or other celebrations. There are no school approved "Ditch Day" at any time during the year.

Each day, an automatic phone message will be generated for each absence marked by the teacher. Parents and students are encouraged to monitor attendance through the Aeries Portal. Absence letters will be generated when the student accumulates three, six, and nine unexcused absences in a semester. Saturday School will be assigned to those students with unexcused absences.

Parent conferences are required for persistent attendance problems. **State Law states that any student who misses three (3) periods or has three (3) tardies, which are unexcused in one school year, is identified as a habitual truant.**

## **OFF-CAMPUS TRANSFERS**

Students who leave campus during the school day are required to sign out through the attendance office and obtain an off-campus pass before leaving campus. Upon return to campus, students must check in with the attendance office. To avoid misreported unexcused absences, **students are required to check in and out at the attendance office when arriving late or leaving early. Failure to adhere to this procedure will result in an unexcused absence.**

## **TARDINESS**

Punctuality is necessary to the educational process because it reduces class interruptions, increases time on task, and minimizes duplication of instruction.

**Third Unexcused Tardy:** One-hour detention, conference with the student, advising him/her of the potential citizenship grade reduction, and a reasonable effort will be made to contact the parent regarding the tardiness problem.

**Sixth Unexcused Tardy:** Two-hour Saturday School assignment

**Ninth Unexcused Tardy:** Four-hour Saturday School assignment

**Twelfth Unexcused Tardy:** One-day Suspension or an alternative progressive discipline measure such as a parent conference and/or Behavior Contract

## **ATTENDANCE OFFICE INFORMATION**

The Sunny Hills High School Attendance Office is open between the hours of 7:30 AM and 4:30 PM.

- Young Hochfelsen, Attendance Office Staff, (714) 626-4211
- Aaliyah Morales, Attendance Office Staff, (714) 626-4212
- Online Attendance Reporting Link ([REPORT AN ABSENCE](#))
- Peter Karavedas, Assistant Principal Student Services, (714) 626-4207 ([pkaravedas@fjuhsd.org](mailto:pkaravedas@fjuhsd.org))

[REPORT AN ABSENCE](#)