

Saugus High School Attendance Policy

The Saugus High School faculty and staff understand that there is a direct relationship between good attendance and high achievement. Research indicates positive attendance patterns translate into success in college and in the workplace. Saugus High School students are expected to attend class on time every day. It is the responsibility of each parent, teacher, administrator, and staff member to carry out all attendance policies in a fair, firm, consistent, and timely manner. Your eligibility to participate in school dances/activities is a privilege that is tied to your pattern of attendance. (Please note the attendance link on the website at (www.hart.k12.ca.us/saugus))

Tardies:

Students will receive Intervention/ Saturday School (SOC) for the following:

- 5 period tardies
- 10 global tardies (any period)

11 tardies +

- ✓ Subsequent SOC's may be assigned.
- ✓ At any time, Administration can assign detention hours and research assignments
- ✓ Teachers may assign classroom consequences for tardies.
- ✓ Any no show to Saturday School will result in additional consequences.

If a student reaches **20 global tardies** in a semester, they will lose off campus privileges for the following quarter.

If a student reaches **30 global tardies** in a semester, the following privileges will be revoked as indicated:

Loss of Off-Campus privileges for the following quarter

Loss of Dance privileges

- Fall-Winter Formal
- Spring- Prom

Attending one SOC will remove 5 tardies from a student's total (for dance privileges only).

Truancies:

An absence is considered a truancy whenever, in the judgment of the Principal or designee, the student intentionally and deliberately failed to report to an assigned class or classes, without reasonable cause. According to Ed. Code, section 48260, any student tardy in excess of 30 minutes will be considered absent. A student can accumulate up to six truant periods in one day. The number for truancies listed below is for total period truancies.

Students will receive a Saturday School (SOC) for the following

- 3 period truancies
- 5 global truancies (any period)

5 truancies +

- ✓ Subsequent SOC's may be assigned.
- ✓ At any time, Administration can assign detention hours and research assignments.
- ✓ If an absence is unexcused, the student may lose credit that day's assigned work.
- ✓ Any no show to Saturday School will result in additional consequences.
- ✓ In cases of excessive truancies, the school deputy can assign a truancy ticket.

If a student reaches **10 global truancies** in a semester, they will lose off campus privileges for the following quarter.

If a student reaches **15 global truancies** in a semester, the following privileges will be revoked as indicated:

Loss of Off-Campus privileges for the following quarter

Loss of Dance privileges

- Fall-Winter Formal
- Spring- Prom

Attending one SOC will remove 3 truancies from a student's total (for dance privileges only).

Students who reach 10 tardies and/or truancies to their first class of the day will lose the privilege of having a first period class the following semester.

If a student purchases a dance bid and then is not allowed to attend due tardies or truancies, the allotted percentage for that dance will be refunded, but the school is not responsible for any personal expenses (i.e., dress/tux costs, limo rental, etc.)

An appeal process will be arranged for those who feel that exceptions for their attendance should be considered. The appeal will consist of a written statement by the student explaining why he/she should be able to attend the dance. The appeal will be reviewed by a panel of three staff members including an Attendance Clerk, a Teacher (optional), and an Administrator.

Parent or Legal Guardian/Student Responsibility

Clearing student's absences:

1. Parent/Guardian needs to call Attendance Office on the day of the absence giving the reason for the absence. A 24 hour hotline is available for your convenience.
2. If a phone call is not made the Parent/Guardian can provide an absence note (in ink) for the student to bring to the Attendance Office within **72** hours of the date of absence. The note needs to state the student's full name, the dates and the reason for the absence.

Teacher Responsibilities

1. Teachers take roll every class period. A student service or instructional aide may not take roll for the teachers.
2. Teachers check attendance on a daily basis to make sure that absences and tardies have been marked correctly in the computer.
3. Teachers report errors to the Attendance Office as soon as possible for correction.

Dismissing students from campus:

1. Send your student to the Attendance Office with a note signed by parent/legal guardian stating time and reason the student needs to leave campus. Your student can bring the note in to the Attendance Office between classes or during their brunch or lunch. Your student will be given an off-campus pass with the designated time to leave, or call the Attendance Office stating time and reason your student needs to leave campus. Your student will be given an off-campus pass with the designated time to leave.
2. A student who leaves campus due to illness must be cleared through the Health Office.
3. Ninth and tenth grade students who are leaving campus from 12 – 1 pm must be signed out by a parent/legal guardian in the Attendance Office.
4. Off-campus passes are required for ANY early departure on a minimum day.
5. **Students who leave campus without an Off-Campus pass are TRUANT.**