



Valencia High School Attendance Policy

The Valencia 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. Valencia 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.valenciavikings.com)

Tardies:

- 5 tardies in a quarter = Lunch Detention and conference
- 10 tardies in a quarter = Saturday School (SOC), 11th/12th graders lose the right to a first period class (for 10+ first period tardies only)
- +11 tardies in a quarter = At any time, Administration can assign detention hours, SOC, and Other Means of Correction
Teachers may assign classroom consequences for tardies.
Any no show to Saturday School will result in additional consequences.
- 20 global tardies in a quarter = loss-of-privilege list (LOP) for the following quarter. This list includes:**
Off-campus privileges for the following quarter (11th and 12th grade only)
Dance privileges

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. On Late Start Wednesdays, any student tardy in excess of 15 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.

- 5 truancies in a quarter = Saturday School (SOC) and conference
- +5 truancies in a quarter = At any time, Administration can assign detention hours, SOCs, and Other Means of Correction
Any no show to Saturday School will result in additional consequences.
In cases of excessive truancies, the school deputy can assign a truancy ticket.
- 10 truancies in a semester = loss-of-privilege list (LOP) for the following quarter. This list includes:**
Loss of Off-Campus privileges for the following quarter (11th and 12th grade only)
Loss of Dance privileges

If an absence is unexcused, the student may lose credit for that day's assigned work.

*If a student purchases a dance bid and then is not allowed to attend due to tardies or truanancies, 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 be removed from the LOP list. 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 absences:

1. Parent/Guardian needs to call the **Attendance Office at 661-294-1188 x408/409 or for Spanish at x473** 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. Due to the overwhelming calls for last minute releasers, these requests will only be taken for extreme emergencies.
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 **at any time (including from 12 – 1 pm)** must be physically signed out, and accompanied, 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 considered TRUANT.**