

CLMS Attendance Procedures

Notify the attendance office of your students absence within 5 school days. (LEUSD AR 5113)

Please call the 24 hour attendance line 951 244-2414

You can also email Tammy.Howard@leusd.k12.ca.us or send a note

- *Only a parent or guardian can clear a students absence
- *State the reason your student missed school
- *Obtain a doctor or dental note
- *Attendance line will be checked daily and attendance will be updated within 24 hours
- *You can check your students attendance on Infinite Campus
- *Types of Absences:

Excused: illness, doctor or dental appointments, death in the immediate family, funeral of a family member, court appearance or religious holiday

Unexcused: truancy, car trouble, personal, going out of town, missing the bus, over sleeping

STUDENT CHECK OUT

- *When checking a student out early, please allow extra time and bring your photo ID.
- *If a student is ill, they will be checked out through the health office.
- *No early dismissal after 1:30pm on regular days or 12:30pm on minimum days

INDEPENDENT STUDY

If your student is going to miss between 5 and 20 days of school, an Independent Study contract should be considered. Please call the Attendance Desk at 951 244-2123 x2110 for additional information. We require at least one week notice prior to the absence start date so that a contract can be put in place and teachers can gather work.

ATTENDANCE LETTERS

1st Attendance Letter - mailed after 3 days or 18 periods of unverified/unexcused absences

2nd Attendance Letter - mailed after 6 days or 36 periods of unverified/unexcused absences

An Attendance meeting with the assistant principal will be scheduled after letter 2 is mailed. Further letters and possible meetings with District Attorney may follow.

Excused Absence Letter - Excessive Excused Absence Letters will be mailed after 5 excused absences and another after 10 excused absences.

TARDIES

In order to be successful and productive, students must develop habits of punctuality. These habits will contribute to academic success through high school and college and career success later in life.

*All students are expected to be in class when the bell rings.

*Administrators will conduct “tardy sweeps” periodically of the campus after the tardy bell rings. Students who are out on campus without the appropriate pass may receive a consequence.

*Students who are habitually tardy will receive consequences.

Tardy to Period 1 - after 5 tardies students will be assigned Saturday School

Tardy to periods 2 through 6:

2nd tardy - warning

3rd tardy - lunch detention

4th tardy - after school detention

5th tardy - Saturday School

*In addition to the consequences above, teachers may have their own tardy policies and consequences.

ATTENDANCE AWARDS

Student of the Month Assemblies - Students who have perfect attendance for a given month will have their name placed in a drawing. Three students from each grade level will be drawn to win prizes at the Student of the Month Assemblies six times a year!

End of the Year Grand Attendance Prize - Each month, students who have perfect attendance will earn a ticket. That ticket will be placed in a large jug and at the end of the year, one student ticket will be drawn to win a prize worth \$500! The more tickets your student earns, the better their chances are in the drawing!

Perfect Attendance - All students who have perfect attendance for the school year will receive a certificate at Cougar Awards on June 1 or June 4! Students who come late or leave early will not qualify. Students with tardies will not qualify.

