

# Lincoln High School Attendance Policy

**Purpose:** To teach our students that being present and on time is a basic individual responsibility. Being present, in mind as well as body, improves listening and memory skills. “Presence” helps to develop persistence and the ability to learn. Punctuality is an irreducible basic skill required of anyone who wants to get even a low-skill job and become a responsible, productive adult.

In order to fully prepare our students to be college and career ready, the soft skills are critical to their success. This policy is intended to prepare them for the future.

School attendance is required by law. Education Code section 48200 of the State of California requires every child between the ages of 6 and 18 years of age to attend school every day and on time. Studies prove that student attendance increases student achievement.

Parents/guardians/caregivers are responsible for their child’s school attendance and must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents/guardians/caregivers on errands and attending concerts or sporting events are unexcused.

Absences from school for five or more days may be excused if a parent/guardian/caregiver requests a contract for independent study at least one week prior to the absence. The child must complete the contract within the set timeline. After any absence, a student must report to the appropriate school office to obtain readmission before returning to class.

No student shall have his/her grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period of time, the student will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code Section 48205)

If an attendance problem arises and cannot be resolved by school staff, the school may refer the student and family to the School Attendance Review Board (SARB). If the SARB cannot resolve the attendance problem, it has the authority to refer cases to Juvenile Court. For additional details, refer to district Procedures 4705 (section 17b) and 6166, available at your school and on the district website at [www.sandi.net/procedures](http://www.sandi.net/procedures).

## EXCUSED ABSENCES

Notwithstanding Education Code Section 48200, a student will be excused from school when the absence is:

- Due to personal illness;

- Due to quarantine under the direction of a county or city health officer;
- For the purpose of having medical, dental, optometric or chiropractic services rendered;
- Pupils enrolled in grades 7-12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents/guardians/caregivers.
- For attending the funeral service of an immediate family member. The allowed absence is for one day if the service is in California and three days if outside California;
- For the purpose of jury duty in the manner provided for by law;
- For illness or a medical appointment during school of a child for whom the student is the custodial parent;
- For justifiable personal reasons, including, but not limited to, a court appearance, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at a religious retreat or attendance at an employment conference when the student's absence has a written request from the parent/guardian/caregiver and approval by the principal or a designated representative;
- For spending time with an immediate family member, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
- For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments

## **ATTENDANCE POLICY**

All students are expected to be on time to each class.

Tardies and truancies affect citizenship grades.

All uncleared absences will be considered truancies after 3 days.

All students must have at least a 2.0 GPA in academics and citizenship to participate in extra-curricular activities.

Student must wear and have visible, on the lanyard provided, their student ID at all times while on campus. This includes school events, dances, sporting events, etc.

## **TARDY POLICY (by each marking period) & Loss of Privilege List (LOP)**

These are the administrative procedures, additional consequences to be determined by the classroom teacher:

1st tardy in a class                      Warning and student consult by the classroom teacher.

2nd tardy in a class      Warning and parent/guardian/caregiver contact by the classroom teacher.

   If a student athlete, the sport's coach will be notified by the Athletic Director.

   At the teacher's discretion, other consequences and disciplinary actions may be implemented.

3rd tardy in a class      Placed on a "loss of privileges" list by the administration. Three (3) tardies in a class = 1 LOP point. Students can be removed from the "Loss of Privileges" list by taking the opportunity to attend Saturday School. Saturday School will be offered on dates throughout each grading period.

Five (5) tardies will be allowed before getting an LOP point ONLY when the tardies are in Period 1 as the new policy is implemented.

Extracurricular coaches and advisors will be notified that the student is now on the "Loss of Privileges" list.

The recommended citizenship grade on the 4th tardy in a class during a grading period would be no higher than an "N." Any additional tardies in the grading period would result in a "U." This conforms to the current citizenship grading guidelines.

Excessive tardiness may result in other consequences and disciplinary actions. Students who have excessive tardiness may receive additional counseling and community services.

**"LOSS OF PRIVILEGES"**

ALL extra-curricular activities including but not limited to:

- Athletics\*
- ASB\*
- JROTC\*
- Cheerleading\*
- Band\*
- Drama\*
- Dance Team\*
- Field Trips
- Dances
- Special Events/Activities
- Pep Rallies

*\*Still able to practice – ineligible to compete/perform or participate*

Students can be removed from the “Loss of Privileges” list by attending Saturday School. The list will be given to teachers to post in their classrooms on the Wednesday prior to a Saturday School session. Parents/guardians/caregivers will receive an email, phone call and/or mailed notification with the date and time (8am – 12pm) that their son or daughter has been given the opportunity to attend Saturday School.

## **SATURDAY SCHOOL**

- Saturday school is an opportunity to regain privileges
- Supports the core academic program
- Students can be removed from the LOP list by attending a Saturday School (1 Saturday School = Removal of 1 LOP point)
- Privileges are either reinstated or lost at the issuance of the next Report Card (see “Mark Reporting Periods 2016-2017”).
- Parents/guardians/caregivers will receive an email and/or phone call with the date and time (8am – 12pm) that their son or daughter has been given the opportunity to attend Saturday School.
- Parents/guardians/caregivers will also receive a “Parent/Guardian Notification” of the opportunity to attend Saturday School. The notification must be returned with the parent/guardian/caregiver’s signature and approval.
- If a student is tardy during a “tardy sweep” other consequences may result.
- Students who have been marked “truant” can be required to attend Saturday School.
- *48260 (a) - Definition of Truant*  
Any pupil subject to compulsory, full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Tardy Sweeps – Will happen at the discretion of the Lincoln High School administration.

## **PERFECT ATTENDANCE**

Students with perfect attendance will be rewarded at the end of each marking period. Rewards can include, but are not limited to:

### Periodic Perfect Attendance Awards

- Field Trips
- Dances – Winner of “Class Competition”
- Community Donated Gift Certificates and/or Prizes
- Pizza Party
- On-Campus Movie Night
- Lincoln Gear

- Monthly Certificate for “Most Improved” Attendance
- Bar for Letterman Jacket for Semester Perfect Attendance

Perfect Attendance Awards for ENTIRE School Year

- Letterman Jacket with “Lamp of Knowledge” Patch
- Yearbook
- Prom Ticket for Seniors
- Grad Night Ticket for Seniors

Perfect attendance means no tardies or absences of ANY kind; excused or unexcused.