

# VALENCIA HIGH SCHOOL

## 2011-12 ATTENDANCE POLICY

*The Valencia High School staff believes there is a direct relationship between attendance and achievement. Students with good attendance achieve high grades, enjoy school, are successful in their pursuit of necessary credits for graduation, and learn positive habits that contribute to their personal and occupational success.*

*It is the responsibility of all parents to insure that their children attend school every day they are not ill. Teachers, administrators, and other staff members are to help students appreciate and understand the value of good attendance. For these reasons, the following attendance policies have been developed:*

1. Students who miss 15 days from any class during a semester are in danger of a failing grade in that class. Absences for legitimate school activities and authorized visits to a school office are not included as days absent. All other absences, including opportunity room, illness or other excused absences, are counted. Students who cause class disruptions will be moved to the Opportunity Room for the remainder of the semester.
2. If a student misses one or more class periods for any reason other than school related business during a school day, and it has not been excused by a parent/guardian, a phone call will be placed to the home via a computerized Phone Master.
3. Parents/guardians are to call or write a note of excuse within 24 hours of absence or the absence will result in truancy. According to Education Code 48260, any student who is absent from school without a valid excuse for three or more days will be considered a truant. Parents/guardians should provide written medical, and or legal notices when possible.
4. When a student is truant from any class in a semester, a computer-generated letter will be sent home. Parents are encouraged to call the attendance office at 294-1188 ext.408/409 if they would like specific information about their child's attendance record.
5. **Students leaving campus for any reason must check out through the attendance or health office.** Due to the closed campus policy, underclassmen (9th and 10th) leaving between 11:50 am and 1:00 pm must be personally signed out by a parent or guardian.
6. Consequences for chronic absenteeism and trancies include Saturday School, lunch detention, truancy tickets, in-school and out-of-school suspension, loss of off-campus lunch privileges and referrals to the School Attendance Review Board.

**TO CLEAR AN ABSENCE PLEASE CALL  
MS. SHARON ROMERO OR MS. DELINDA ABBOTT,  
ATTENDANCE OFFICE  
AT (661) 294-1188 EXT. 408/409**

The intent of this policy is to call to the attention of parents and students the importance of class attendance and provide for greater student accountability for make-up work. It is not our intent to punish students who are ill or have family emergencies.