

## **Student Attendance**

The project-based nature of the HighTech LA program makes attendance extremely important. Excessive absences may be referred to authorities, and are subject to disciplinary consequences.

Once a student enters the Lake Balboa Education Complex, which includes HighTech LA, they are subject to the HighTech LA attendance policy. It is the expectation that once they enter they do not leave.

**Five or more consecutive days of absence requires a doctor's note to return to school.**

**HighTech LA requests that families schedule vacations or special programs so as not to conflict with school.** In particular, the final two weeks of any semester are critical, as they culminate in the student exhibitions and presentations upon which faculty base their final assessments, as are TPOL and POL days and state testing.

We encourage you to schedule appointments before or after school. If your child needs to be excused early due to a medical or dental appointment or clear an absence, the student must bring a signed note from home to the Main Office before school begins, at nutrition or lunch or after school.

**ALL ABSENCES MUST BE CLEARED WITH A SIGNED NOTE FROM PARENT/GUARDIAN. If absence is not cleared within (3) three days, student will be considered truant.**

Parents, please come in to the office and sign your child out of school at the front

According to California State Education Code Section 48200, it is the responsibility of the parent/guardian to ensure that each child between the ages of 6-18 years attends school every day, on time and for the full length of the school day. Excessive absences negatively impact academic achievement.

Please be aware of the following:

1. HighTech LA policy requires that all absences, tardies, and early leaves be cleared within three (3) school days. Unverified absences will result in your child being classified as TRUANT. A truant is defined by the State of California as any student with 3 unexcused absences, or tardies in excess of 30 minutes, or combination thereof in one school year.
2. School staff may require additional information regarding any absence and/or have the right to verify absence excuses, particularly when a student has a history of poor school attendance.
3. Parents/guardians of children with health issues or a chronic illness are strongly encouraged to communicate with the school and the child's health care provider about how the child's condition may impact school attendance and how school absences can be minimized.

## **Absence Policy**

Parents should send a note to school with their child following any absence. This note should be delivered in the morning to the Main Office.

### **Excused Absence**

Absences are defined as either excused or unexcused. In either case, when a student is absent from school, they miss valuable instructional time. **Keep in mind that with block scheduling, missing one day of a class is roughly equivalent to missing two traditional class periods.**

California Education Code 48205 provides that a student shall be excused from school when the absence is due to:

- Illness
- Quarantine
- Medical, dental, optometric, or chiropractic services
- Attending the funeral of an immediate family member e.g. mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student. (one day within the state, three days outside the state).
- Jury duty
- Illness or medical treatment of a child of whom the student is the custodial parent
- Serving as a precinct member for an election
- Justifiable personal reasons when the pupil's absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are not limited to, an appearance in court, attendance at a funeral service, observance of religious holiday or ceremony, or attendance at an employment conference

### **Unexcused Absence**

Any absence for reasons other than those listed above is not excused.

### **Tardy**

A student is marked tardy, when the student is not in his/her seat when the tardy bell rings, signaling the time class is to begin. Tardies are marked as excused or unexcused for the same reasons as absences listed above. Additionally, five or more excused and/or unexcused tardies will result in a Saturday morning detention.

### **Truancy**

A student who is absent without valid excuse three full days in one school year or is tardy or absent for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof (EC 48260) is a truant.

### **Habitual Truancy**

A pupil who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate school officer or employee has made a conscientious effort to hold at least one conference with the pupil's parent or guardian and the pupil himself, is an habitual truant (EC 48262).

## **Coursework**

Work missed due to an absence must be completed within two meetings for all of the impacted Courses or by agreement with the teacher. It is the absent student's responsibility to meet with his/her teachers to work out an explicit plan for completing all missed work.

Students who are absent for their Fall POL will receive **20 points** off of their Spring TPOL. There are no "make – ups."

## **Graduation Contract**

Participation in the graduation ceremony is, among the other requirements listed in the Parent-Student Handbook, contingent upon successful completion of the Graduation Contract. This Contract has an attendance component. Please see the school website, <http://ht-la.org/news/senior-contract-0>, for the current year's contract.

## **X-Block Selection**

Students select X-Blocks quarterly on a rotating basis by Advisory group. Students who are absent for X-Block selection for any reason forfeit their right to select and will be placed in an X-Block that has space.

## **X-Block Absences**

Students may be excused from their X-Block period one time per quarter with a signed note from a parent or guardian. If a student will need to be excused for more than one X-Block period per quarter, a signed note from a doctor must be provided to the Main Office. If a student has been excused from X-Block by a HighTech LA staff member by providing a signed excuse, they must sit in the Main Office during the X-Block period.

HighTech LA believes that if a student is too sick to participate in X-Block and they do not have a written note from a parent, guardian, or doctor, then they are too sick to be in school that day. In this case, the HighTech LA Main Office will call the student's parent or guardian and request that they be picked up due to illness.

## **Written Permission to Leave Campus**

Students cannot leave campus during the school day without prior written consent from their parent or guardian. A note must be signed by a parent or guardian and given to the front desk staff prior to 8:45 a.m. the day the early dismissal is being requested. A phone number where a parent can be reached on that day must be on the request.\* At the time of the early leave, the student presents the early leave signed note to the teacher and meets his/her parent in the Main Office.

If a student becomes ill during the school day, they must notify their teacher and will be given permission to go to the office for evaluation. If it is determined the student should go home, the office will contact a parent. Students are not allowed to contact parents before evaluation by the Main Office.

Students with approved leave must leave the Lake Balboa Education Complex immediately.

\*Please see student enrollment forms.