

ATTENDANCE OFFICE INFORMATION

ATTENDANCE OFFICE HOURS
MONDAY - FRIDAY
3:30 p.m.

ATTENDANCE OFFICE TELEPHONE:
* If reporting an absence, please call 7:15 a.m. -
call after 9 a.m. at (626) 572-2204.

The Attendance Office is located in the main building. All absences from school, whether for a single period or for several days, are handled through the Attendance Office. Parents or guardians are encouraged to call the office to check on their student's absences or their attendance as a whole.

STUDENTS ARE RESPONSIBLE FOR KNOWING THE FOLLOWING POLICIES:

RETURNING TO SCHOOL FROM AN ABSENCE

1. Student absences must be cleared through the Attendance Office.
 - a. Each student is required to bring a note explaining the reason for each absence. This note must be **written in ink by the parent/guardian** and written in English or the parent/guardian's native home language. The note should include the student's **legal** name, the student's I.D. number, the reason for the absence, and the exact date(s) of absence. **If a parent/guardian has made a telephone call to the Attendance Office to report the student's absence, the student is required to submit a note on the following day.**
 - b. **The Attendance Office opens at 7:10 a.m.** in the morning for re-admit card distribution for those students absent. Students with Period 5 and Period 6 absences should pick up re-admit cards during Passing time or Lunch time. **Students should be in the attendance line before (7:37 a.m.) the warning bell to avoid being marked TARDY.**
 - c. Students who have been absent five or more consecutive days due to illness must see the nurse **before** picking up the re-admit card.
 - d. If the **Health Office** releases a student from school, the student is required to return the *Pink* slip (signed by the parent/guardian) to the Attendance Office or it will be "Unexcused".
 - e. Students sent home by the nurse with a circle around "excused as a precautionary measure" on the pink slip, **MUST SEE THE NURSE BEFORE PICKING UP THE RE-ADMIT CARD AND REPORTING TO CLASS.**
2. If the original re-admit card is lost, the student must place a request at the Attendance Office to replace it and may pick up the duplicate re-admit card the following day.
3. If a student returns to school after an absence and forgets to bring a note or have the parent/guardian call the Attendance Office, he/she must clear the absence within **72 hours** of the absence. If an absence is not cleared, the absence will remain as unverified, and make-up schoolwork may not be allowed.
4. Parents or guardians **leaving town** must notify the school in advance when they are temporarily assigning someone else the responsibility of absence notes, notification of illness, etc. Students will not be allowed to leave school without parent/guardian notifying the Attendance Office (by written note). If the Attendance Office is not notified in advance, an "Unexcused" may be recorded for an absence. Please make sure all Emergency Contact names on Emergency card complete and are up-to-date.

CLEARING ABSENCES WITH EACH TEACHER

1. The student must take the re-admit card to each of the classes he/she attends to clear the period absence with the individual teacher.
2. The student is allowed **72 hours** to give the re-admit card to each individual teacher for clearance.

Attendance Office (continued)

3. If a student fails to clear the absence with a teacher, the teacher may not allow the student to make up the class work missed during the absence.

LATE ARRIVALS TO SCHOOL

Students who arrive late to school for any reason must sign in at the Attendance Office.

LEGAL ABSENCES (Ed. Code Section 48205)

Students are legally excused from school attendance for reasons such as: illness, medical or dental appointment, four hours of religious retreats per semester/or holiday, funeral of immediate family (limited to one day in state, three days out of state). Students are allowed to make up missed work under these circumstances. Other arrangements may be made at the discretion of individual teachers or district-designated official prior to an absence.

AUTOMATED CALLING MACHINE

Mark Keppel uses an automated calling machine to inform parents of absences. These calls are made daily as well as on the weekends. The automated calling machine is also used to remind parents of special meetings and activities as well as detention assignments.

PERMIT TO LEAVE SCHOOL GROUNDS

If the procedures listed below are not followed, an "Unexcused" will be recorded.

1. If a student must leave school grounds (without the presence of parent/guardian) for a valid reason, the student **MUST SIGN OUT** through the Attendance Office with a signed note from the parent/guardian **before leaving the school grounds** (including those students from a P. E. class or sports). Please do not make arrangements to meet your student without prior contact with the Attendance Office.
2. The note should include the reason, date, and time of leaving. These requests are granted for doctor, dentist, optical or emergency reasons only. The student will take this note to class and show the teacher at the beginning of class. The teacher should allow the student to exit the classroom with a Hall Pass. The Attendance Office will issue an off-campus permit which **MUST BE RETURNED** for verification (i.e. doctor's stamp, court, etc).
3. The following day the student should return to the Attendance office, the student must obtain a re-admit card **before** going to class.
4. **Students will not be summoned nor will classrooms be disrupted to remind students of their appointments.** To avoid any delays, please make prior arrangements with the student (s).
5. **Health Office:** If a student becomes ill during the day he/she must request a hall pass from the teacher to go to the Health Office. The parent or guardian will be notified by the Health Office **BEFORE** a permission slip is given to the student to leave school.
6. Students should not contact parent on their cell phones prior to seeing the Health Office nurse. Any student who *uses their cellular phone to contact a parent for feeling sick prior to being seen by the Health Office nurse will not be excused by the Attendance office.*

Students must be signed out through the Attendance Office by the parent or guardian before leaving campus. FAILURE TO NOTIFY THE ATTENDANCE OFFICE BEFORE TAKING A STUDENT OFF CAMPUS WILL RESULT IN AN "UNEXCUSED" ABSENCE.

INSTRUCTIONAL FIELD TRIP OR ACTIVITY

1. A student must submit a signed Instructional/Field Trip Permit **two days** prior to the field trip
2. The student's must print and complete all information clearly and legibly on both sides of permit.
3. The **teacher responsible for the Field trip/activity** must sign the permit.
4. The teacher responsible must also **submit a list of students attending field trip in Alphabetical order** to the Attendance Office attached to the "Yellow" students instructional/field trip permit.
5. The parent and **student's TEACHERS** must sign the permit for student to participate on field trip/activity.
6. A copy of the Instructional/Field Trip Permit (i.e. legal name, ID #, date of field trip and initials of all teachers), must be given to the Attendance Office.
7. If the student **fails to complete** the field trip form as instructed, an "Unexcused" will be assessed for each period missed.
8. If a student is marked absent for this activity, he/she must come to the Attendance Office.

DELIVERING MESSAGES

Only in an **extreme EMERGENCY** will messages from a parent or guardian be delivered to students. Messages from friends and relatives will not be delivered.

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