

ATTENDANCE

If a student is going to be absent, a parent/guardian **MUST CALL** the school office before 8:30 on the morning of the absence.

Excused Absences: According to the California Education Code 48205, **illness, injury, quarantine, medical, dental, optometric, chiropractic appointments or attending funeral services for immediate family members are excused absences** from school. **A doctor's note is required if a student is absent more than 3 consecutive days due to illness.**

Unexcused Absences: any absence not fitting the above descriptions. Absence from school without valid excuse more than three days qualifies a student and parent for a SAM referral (Student Attendance Meeting). See G.H. handbook for further explanation of SAM referral.

Tardies: Student tardiness is considered an inconsiderate act that disturbs the learning process and contributes to and is reflective of a person's irresponsible behavior. We view tardiness as a serious problem.

Readmittance after Absence: **All absences must be verified by a note, telephone call or personal visit from a parent/guardian to the office within 5 days.**

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the School Secretary of any changes in your address or phone number during the school year.

WE MUST BE ABLE TO REACH YOU OR AN EMERGENCY CONTACT!

DRESS CODE

- Clothing shall have no reference to drugs, alcohol, tobacco, violence or contain sexually suggestive or inappropriate words.
- **All clothing shall ensure privacy.**
- Clothing with inappropriately located holes will not be allowed.
- Underwear will be concealed by outer garments while students are on campus and when attending school event.
- Hoods shall not be worn indoors unless student has teacher approval.
- Saggy clothing is discouraged. Students who wear saggy clothing may be asked to change if such clothing constitutes a hazard (being unable to run, in an emergency situation).

Students who do not dress appropriately will be asked to change into clothing provided by the school or to call their parents to obtain appropriate clothing. Repeated offenses may result in loss of privileges.

SCHOOL WORK/HOMEWORK FOR ABSENTEES

Two weeks' notice is required for our short-term independent study program. When a student is going to be absent for at least five consecutive days or more, the School Secretary and Teacher will arrange class assignments through our short-term independent study program. Successful completion of these assignments upon return to school satisfies the student attendance credit for the days not in attendance. Failure to complete these assignments, results in unexcused absences.

Students are held accountable for the work they miss. This includes not only homework, but also the work covered during the class period. It is the student and parent's responsibility to communicate with the teacher to find out about assignments missed. Students must complete work missed due to absence.

MEDICATION

No medication of any kind, including prescription medications or over the counter medications such as aspirin, cold/allergy medicine, cough syrup, etc., or anything marked "keep out of reach of children" may be transported to school by a student. No medication will be administered unless arrangements are made through the office and ordered in writing by a medical practitioner. Students may not share medication under any circumstance. If a special need exists, please contact the school office.

STUDENT RESPONSIBILITIES

Games, toys, iPods, cell phones, or any other electronic devices are not allowed at school. Students shall maintain a "C" average with no "F's" in their overall GPA during the trimester prior to their participation in extra-curricular/co-curricular activities including sports, while maintaining a 90% apportionment attendance in all classes the previous trimester prior to and during their participation.

Signature of Parent/Guardian

Date

Signature of Student

Date