

BERKELEY HIGH SCHOOL

ATTENDANCE POLICY FOR 2016-17 SCHOOL YEAR

- 1) You have *five school days* upon return from an absence to clear your child's attendance.
- 2) If you miss *three consecutive days* due to illness, or *30 periods in a semester*, you must provide a medical note. Absence will be cleared as unexcused "UNX" if no medical note is provided.
- 3) A medical note *must* be provided for *all* absences due to medical appointments (this includes, but is not limited to doctor, dental, vision appointments). Absences will be cleared as unexcused "UNX" if no medical note is provided.
- 4) If your child suffers from a chronic illness that prevents him or her from attending school on a regular basis, we ask that you please contact his or her academic counselor, school administrator and the independent studies office to learn about academic options. An administrator *may* request to speak with your child's doctor to address attendance.
- 5) **Planned Absence:** Planned Absences are for educational purpose *only*. If your child will miss 5+ school days for educational purposes, then a planned absence form can be picked up from the attendance office at least one week in advance. Your child must be in good standing with his or her attendance in order to have the Planned Absence approved.
- 6) **Saturday School:** Saturday School happens twice a month. Saturday School can be used to clear up to **6 unverified period absences** from the previous month. Saturday school is from 9-12pm. Students must sign up in the attendance office before school, at lunch or after school. Saturday School is limited to 30 students only, sign up is on a first come, first serve basis.
- 7) Tardies "T" *may not be cleared*, only absences with an excuse will be cleared.
- 8) If your child misses 30+ unverified period absences, and the absence is *not* excused, he or she will be excluded from school dances, such as prom; and will have his or her work permit denied or revoked. Please make sure you clear your child's absences within *five school days*.
- 9) College visits are considered excused absences *if* your child is a second semester Junior or a Senior in high school. **The absence is excused for three consecutive days only, per California Education Code.** First semester Juniors, Sophomores, and Freshmen cannot use this excuse to clear absences. Those absences will receive an UNX code, which can result in a truancy notification.
- 10) **Students 18 years and older** may clear their absences by completing a clearance slip in the attendance office. *18 year old students may not* clear their absences by phone or email. We want to connect with each student every time they wish to clear an absence.
- 11) **"Senior Ditch/Cut Day":** Senior students will be **required** to provide hard proof of their absence, such as a medical note (if absence is reported for illness or medical appointment), in order to clear an absence on a known senior ditch day. Absences will be cleared as unexcused if no proof of absence is provided.
- 12) You may not clear field trips or other school activities, such as assemblies, testing (STAR, SBA, AP tests, IB exams), etc. **Teachers are required to mark students absent when they are on a field trip.** Those absences will be cleared by the teacher or staff member in charge of the activity after the activity has culminated.

- 13) **You may not clear teacher attendance errors.** Please contact your child's teacher directly; the teacher will then contact the attendance office to correct their error.
- 14) BHS Athletic related absences (football games, basketball games, etc.) are cleared by the Athletic Director's Office *not* the Attendance Office. Please contact the Athletic Director at athleticdirector@berkeley.net
- 15) Starting the week of October 17, 2016, weekly attendance reports will be sent from the attendance office to the Athletic Director. The AD will share that information with coaches. **Any student who has 15 or more unverified period absences will not be able to play in games or scrimmages.** Students can still practice with their team. Parents have *five school days* to report an absence to the attendance office. Students who did not report an absence within the allowed five school days, may attend Saturday School or After School Tutoring in the College and Career Center to clear up to **six unverified periods** from the previous month (ie: Saturday School in October can clear up to six unverified periods from the month of September.)
- 16) Please allow *ten school days* for processing of all attendance.
- 17) Every day Berkeley High School sends automated phones to the families of students' who have missed one or more periods during the school day. The phone calls go out between 5pm and 8pm *daily*. Please make sure you have provided the correct contact information. If your contact information has changed please contact Berkeley High School at your earliest convenience.

Attendance Absent Codes Used:

Excused Reasons:

- Illness (must provide medical note if a student misses three consecutive days or 30 periods in a semester. Students with chronic illnesses must also provide medical note. Please refer to the policy for information) – **Code used: ILL**
- Medical appointments of any kind (medical note must be provided) – **Code Used: MED**
- Observance of religious holiday or ceremony (Not to exceed four hours per semester) **Code Used: EXC**
- Court (with official proof from court house) - **Code Used: EXC**
- Funeral services for member of immediate family (parents, siblings, grandparents) - **Code Used: EXC**
- Jury Duty (with official proof from court house) - **Code Used: EXC**
- Educational conference (with proof via official letter or registration to said conference)- **Code Used: EXC**
- Serving as a member of a precinct board for an election. - **Code Used: EXC**
- College Visits (For seniors only; and second semester juniors. Up to three consecutive days during the school year) – **Code Used: EXC**

Unexcused Reasons (truant codes):

- Unspecified Family Emergency – **Code Used: UNX**
- Transportation - **Code Used: UNX**
- DMV Appointments - **Code Used: UNX**
- Family vacations - **Code Used: UNX**
- Non-BHS Athletic Tournaments - **Code Used: UNX**
- College visits (for freshmen, sophomore and first semester juniors) - **Code Used: UNX**