

BERKELEY HIGH SCHOOL 2018-2019 ATTENDANCE POLICY

Please refer to our website for changes in our attendance policy or other attendance resources

<http://bhs.berkeleyschools.net/parents/attendance>

To clear an absence, please provide the following information in an email sent to attendanceoffice@berkeley.net, a phone message, or a note to the Attendance Office in D134, **within five school days** of the absence:

- Your child's full name
- Date & periods of the absence
- Reason for the absence
- Your name and relation to the student
- Your daytime telephone number

Vacations and family emergencies are unexcused.

You **MUST** provide a medical note for any medical appointments (Dental, PT, Psych therapy, etc). If no medical note is provided, the absence will be cleared as Unexcused. If a student is absent for more than three consecutive days due to illness, or 30 periods in a semester, please send them to the attendance office with a doctor's note upon their arrival back to campus.

You may not clear: Tardies, Teacher or Substitute errors, Field Trips, testing, BHS Activities, or Athletic absences. If your child was marked absent or tardy due to teacher error, do not contact the Attendance Office. Instead, please contact the teacher so it can be corrected. Absences due to Athletics are cleared through the Athletic Director's Office. Please contact them at athleticdirector@berkeley.net.

Due to the high volume of emails we receive daily, we do not respond to emails sent to attendanceOffice@berkeley.net, it is for student clearances. If you would like to know that your child's attendance has been processed, please look on the Illuminate Parent Portal. Please only send in one form of communication to clear an absence. **Please allow 10 school days for processing.**

Illuminate Login Information [is available here.](#)

ATTENDANCE CASELOADS to call to excuse an absence:

Student's Last Name begins with...

| | | |
|-------------------------------|---------------------|--------------|
| A - G | Sakuntala Yaramala | 510-644-6341 |
| Go - N (and Spanish speakers) | Claudia Hernandez | 510-644-6194 |
| O - Z | Nefertari Hawthorne | 510-644-6209 |
| Dean of Attendance | Allen Boltz | 510-644-6929 |

The Attendance Office in D134 is open:

For students: Before school, at lunch, and after school

For parents: Monday - 9:30am-2pm and 3:30-4:00pm. Tuesday - Friday - 8am to 2pm and after school from 3:30 to 4:00pm.

Please contact the Dean of Attendance, Allen Boltz at 510-644-6929 or allenboltz@berkeley.net for further support, concerns, or questions.

Thank you,
Berkeley High School Attendance Office Team
Room D-134

Berkeley High School Attendance Policy:

1. You have **five school days** upon return from an absence to clear your child's attendance. If you do not clear your child's attendance within five school days all unverified (UNV) will change to unexcused (UNX). Students must check teacher's syllabus regarding attendance policy.
2. **Absence due to illness or medical appointments:**
 - a. If a student missed three consecutive days due to illness, or 30 periods in a semester, you must provide a medical note. Absence will be cleared with the unexcused illness "UXI" code if no medical note is provided.
 - b. 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 "UXI" if no medical note is provided.
 - c. **Notification Regarding Excessive Absences Due to Illness:** If a student has excessive absences within the school year (has missed more than 10% of school days) for illnesses, then BUSD/BHS will send a letter of Excessive Absences due to Chronic Illness, The letter states that "any further absences for illness must be verified by a physician (BUSD Administrative Regulation 5113). Effective immediately, you will need to provide physician verification for all absences due to illness for your child for the remainder of the current school year. If physician verification is not provided, the absences will be recorded as Unexcused illness, UXI code. Excessive absences, including absences due to illness, can have a significant negative impact on a child's academic achievement."
 - d. *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, case manager, administrator or the independent studies office to learn about alternative academic options.*
3. **Planned Absence:** Planned Absences are for educational purpose only. If your child will miss five school days or more (20 at the most) 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. This is considered Short Term Independent study. Students will have to make up missed work and turn it in already graded to the attendance office to change an INC incomplete attendance code to a COM or completed attendance code.
4. **Clearing Unexcused absences:** Students are able to clear up to 12 "UNX" period absences from the previous month. **Every hour of Tutoring will clear one "UNX" period absence.**

Tutoring: Students may go to the College and Career Center after school, or teacher tutorials to clear absences. Please collect an Unexcused Absence Clearance Form from Mr. Laurel in the CCC to be filled out by your teacher.
5. Tardies "T" may not be cleared; only absences with an excuse will be cleared.
6. **School Activities:** 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.
7. **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 "UXO" code, which can result in a truancy notification.
8. **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. If 18 year olds do not have valid reasons to clear absences, the absence won't be cleared.
9. **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. Please contact

the teacher in-charge or an administrator if an absence is not cleared.

10. **You may not clear teacher/sub attendance errors.** Please contact your child's teacher directly; the teacher will then contact the attendance office to correct their error.
11. **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
12. 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 12:30pm to 1:30pm and 6pm to 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.
13. **Please allow ten school days for processing of all attendance.**
14. Prom policy, refer to BHS web site.

Attendance Codes

Excused Reasons:

Illness: ILL code

Medical appointments of any kind (medical note must be provided) : MED code

Excused: EXC code

- Observance of religious holiday or ceremony:
- Court (with official proof from court house)
- Funeral services for member of immediate family (parents, siblings, grandparents)
- Jury Duty (with official proof from court house)
- Educational conference (with proof via official letter or registration to said conference)
- Serving as a member of a precinct board for an election
- College Visits (For seniors only; and second semester juniors. Up to three consecutive days during the school year)

Unexcused Other (truant codes): UXO

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

Other unexcused codes: Unverified: UNV; Missing or cutting class: CUT; 30 minutes or more late to class: LAT, Unexcused Illness (Chronic Illness): UXI, incomplete short term independent studies: INC

Make up codes: College and Career Center after school tutoring to make up an unexcused code: MAK

***Present codes:** tardy: T, school activity: ACT, in On Campus Intervention: OCI, completed independent study: COM

**BHS only receives government attendance money for present codes.*