



BERKELEY HIGH SCHOOL 2022-23 ATTENDANCE POLICY

Please refer to our website for changes in our attendance policy or other attendance resources <http://bhs.berkeleyschools.net/parents/attendance>

Need to Clear an Absence?

Send an email to attendanceOffice@berkeley.net OR a phone message to your attendance technician based on your student's last name (chart below) **within five school days** of the absence. **Please do not turn in paper notes. You may email a photo of the paper note that includes the following information:**

- 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

Student's Last Name	Attendance Technician	Phone Number
A-GI	Sakuntala Yaramala	510-644-6341
Go-N	Claudia Hernandez (Spanish speaking)	510-644-6194
0-Z	Sandra Guzman (Spanish speaking)	510-644-6209

What counts as an excused absence?

We can only excuse absences for religious, medical, school-based or legal reasons. *Vacations and family emergencies that don't include one of the 4 reasons listed are not excused.*

You **MUST** provide a medical note for any medical appointments (Dental, PT, Psychotherapy, etc). If no medical note is provided, the absence will be cleared as Unexcused (UNX). If a student is absent for more than three days due to illness, please email a doctor's note to the attendance office upon their return to school.

What if there is an Attendance ERROR?

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 since it is only for absence clearance. If you would like to know that your child's attendance has been processed, please look on the Infinite Campus Parent Portal. Please only send in one form of communication to clear an absence. **Please allow 10 school days for processing.**

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 absences (A) will change to unexcused (UNX). Students must check a teacher's syllabus regarding their class attendance policy.

2. Absence due to illness or medical appointments:

a. If a student missed 3 consecutive days due to illness, or 30 periods in a semester, you must provide a medical note.

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 (UXI). 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 purposes 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 unverified absences: Students are able to clear up to 12 unexcused period absences from the previous month. Every hour of tutoring will clear one period absence. 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. Tardies (TAR) and cuts (CUT) may not be cleared.

5. School Activities: If your child misses 30 or more class periods, 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.

6. 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.

7. 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 will NOT be cleared.

8. “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.

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 or substitute attendance errors. Please contact your child’s teacher directly and the teacher will then contact the attendance office to correct the 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. Each school day, Berkeley High School sends automated phone calls to the families of students who have missed one or more periods during the school day. The phone calls go out twice daily, the first one around 12:45pm and the last one between 6pm - 8pm. 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.

****Please allow ten school days for processing of all attendance changes.****

Additional Attendance Technician Codes:

Excused Reasons (EXC):

- Illness: (ILL) or Medical appointments of any kind with a medical note (MED)
- 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 conference)
- Serving as a member of a precinct board for an election
- College Visits (For seniors only; and second semester juniors. Up to 3 consecutive days during the school year)
- MAK: After school tutoring to make up an unexcused code

Unexcused Reasons (UNX):

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

Other unexcused codes:

- UNV: Unverified
- UXI: Unexcused Illness (Chronic Illness)
- INC: incomplete short term independent studies
- UXO: Unexcused Other (student missed school, but there were extenuating circumstances not considered excused: flat tire on the way to school, ailing family member needs support, etc.)

Present codes:

- ACT: school activity
- OCI: On Campus Intervention
- COM: completed independent study

Need additional support?

Please contact the Dean of Attendance, Cassandra Tesch at 510-644-8741 or cassandratesch@berkeley.net for further support, concerns, or questions.