

Attendance Information

[Información en español](#)

Welcome to the BHS Attendance Page

Email: attendanceoffice@berkeley.net to clear attendance

*****Guardians have five school days to clear absences*****

Dear BHS Students and Families,

There are two preferred ways that guardians should clear attendance within 5 days.

- Email attendanceoffice@berkeley.net and include the name, grade and information about the absence. If there are any notes you want to attach, please take a picture and send them as an attachment
- Guardians may call and leave a voicemail and email a copy of any notes or have the student drop the note off at the attendance office
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- *Students 18 and older or who are emancipated may clear their own attendance by emailing the attendance office.*

Student Last Name	Attendance Technician	Phone number
A-GI	Sakuntala Yaramala Claudia Hernandez	510-644-6341
GO-N	(Se habla Español) Sandra Guzman	510-644-6194
O-Z	(Se habla Español)	510-644-6209

Expectations – We understand that in many cases, absences from school are unavoidable due to health problems or other circumstances. However, chronic absenteeism can have a drastic impact on your child’s education. At Berkeley High, all students are expected to attend all classes daily and they are expected to arrive on time except for excused absences. We define “on time” as being inside the classroom when the bell rings. Attendance is taken during each class period. Students and guardians should monitor their attendance and grades on Infinite Campus. If you need help with infinite campus, please contact the [parent resource center](#) at (510) 644-8524 or email leticiaamezcua@berkeley.net

What if my child has an appointment? Students who arrive to school late after an appointment should go to the attendance office and drop off their note, then get a pass to their class. If a student arrives late to school from an appointment WITHOUT a note, then they should report directly to their class. The guardian can email attendanceoffice@berkeley.net with a copy of the note. If the student is already at school and is leaving early for an appointment, the student should request a pass from their teacher to the attendance office. The attendance office will sign the student out and remind them that they need to send the proof of the appointment via email within 5 days.

What is an EXCUSABLE Absence?

When a student is absent from school, their guardian must verify the reason for the absence by explaining the reason for the absence. This is required from California Education Code.

California Education Code is explicit in differentiating between what is an excused absence and what is an unexcused absence. According to Education Code Section 48205, the following types of absences are excusable as long as guardians notify attendance office:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For the purpose of participating in a cultural ceremony or event.

(12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(13) (A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(c) For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.

(e) For purposes of this section, the following definitions apply:

(1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.

(2) "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.

(3) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

(4) “Victim services organization or agency” has the same meaning as defined in paragraph (7) of subdivision (g) of Section 230.1 of the Labor Code.

(Amended by Stats. 2023, Ch. 846, Sec. 1.5. (AB 1503) Effective January 1, 2024.)

What is NOT an excusable absence?

- Vacation
- Family emergencies that do not include the elements list above
- Any other message to the attendance office that doesn't clearly give a reason listed above

My Student has an IEP or 504 Plan

Students with IEPs and 504 plans are held to the same attendance standards. Students with documented medical conditions can have their guardians send a quarterly note to the attendance office and guardians must notify attendanceoffice@berkeley.net within 5 days of any absence, and may notify the attendance office if the absence is related to any quarterly notice on file.

What if our family has to take a short trip during the school year?

We encourage families to review our school calendar and plan trips around our school holidays. We also recognize that family emergencies may arise, and so students who need to be out of school for between 1 and 3 school weeks may enroll in **Short Term Independent Studies (STIS)**. STIS allows students to engage in independent studies for a maximum of 15 school days per academic year, providing them with an opportunity to complete assignments while away from school due to personal necessity.

Here are the guidelines and procedures for enrolling your child in STIS. Please note the following key points:

1. **Enrollment Limit:** Students can enroll in STIS a maximum of one time per school year, for a duration not exceeding 15 school days (3 school weeks).
2. **Advance Notice:** To participate in STIS, students must provide at least **5 days' notice in advance**. This allows us to adequately prepare for their absence from regular classes.
3. **Enrollment Process:** The first step in initiating STIS is to pick up a [STIS form](#) from the Attendance Office in the main building before school, during lunch or after school. The form must be signed by **all teachers** indicating their awareness and approval. Once completed, the form should be returned to the Attendance Office.
4. **STIS Contract:** After processing the form, the Attendance Office will email the student a STIS contract, which confirms their enrollment in the program.
5. **Attendance and Credit:** To receive credit for STIS, students must submit proof of completed assignments to the attendance office within 3 weeks of their return to school.

This is a vital and final step, as failure to complete it will result in their attendance being reversed back to unexcused status and may lead to placement on the truancy list.

6. We would like to emphasize that STIS is intended for **short-term** independent studies. If your child requires a more extended period of independent studies exceeding 15 days, we recommend reaching out to your child's school counselor to explore options for [BUSD's Independent Studies program](#), which is semester-long.

What if a student cannot come to school due to ongoing mental health or physical health struggles?

Students who need to be out of school for more than 21 school days due to health, may qualify for a temporary independent study called [Home and Hospital Instruction](#). Guardians must have the form signed by a medical provider, then they email the form to VP of Attendance erichusted@berkeley.net

What other resources are available for students who experience school avoidance?

Some students experience school avoidance for a host of reasons related to various mental health concerns. It is important to identify the root cause of these concerns to provide appropriate support. We recommend that guardians consult with their student's primary care doctors to address physical and mental health concerns. Additionally, at Berkeley High School we have the following resources to support students:

1. Drop in services at our BHS Wellness Center
2. Drop in medical and mental health services at our BHS Health Center
3. [Referral for mental health services](#) at our Health Center
4. Referral to [Restorative Practices](#) for support with conflict resolution
5. After School tutoring Monday-Thursday in the College and Career Center and Black Scholars Center
6. Schedule a meeting with your child's case manager if they have an IEP
7. Schedule a meeting with your child's counselor to discuss additional options for support
8. Contact the Parent Resource center for additional [parent support](#)

We received a truancy letter, why?

Ed code considers any student to be truant when they have missed more than 30 minutes of class without a valid reason. Guardians who ensure that their children have no unexcused absences will prevent their children from being on the truancy list. Guardians have 5 days to clear attendance, and after the 5 days students with unexcused absences may be subject to truancy letters.

LETTER 1: Families receive a 1st truancy letter when there are **3 unexcused period absences or Tardies of 30+ Minutes**. If you received this letter, please verify the accuracy of the attendance. If you believe there are errors in attendance taken by teachers, please notify the

teacher directly to make a change. If it is due to athletics, please notify the athletic director. Please sign the letter and send a picture of it to attendanceoffice@berkeley.net or have your child drop the letter at the attendance office.

LETTER 2: Families receive a 2nd truancy letter when there are **4 unexcused period absences or Tardies of 30+ Minutes..** This means that the guardians did not clear the attendance within 5 days and the absences have not been excused.

LETTER 3: Families receive a 3rd and final truancy letter when a student has **6 unexcused period absences or Tardies of 30+ Minutes..** Students who do not improve attendance after having an attendance (SART) meeting, may be referred to SARB.

Consequences of being on the truancy list

- Students who are on the truancy list for having 30 or more unexcused period absences are subject to the following:
- Loss of privileges for work permits
- Loss of privileges to attend homecoming and/or prom
- Possible revocation of inter district permits
- Possible referrals to district SARB hearing for truancy

How can students earn themselves off the truancy list?

Students may earn themselves off the truancy list by completing attendance make ups via our [Attendance Intervention Program](#) here

- Students can clear up to 12 hours per month
 - Students get 1 absence make up for each 1 hour of tutoring after school
 - Students may go to the CCC and fill out the forms with Mr. Laurel
 - Students may attend quarterly Saturday School sessions
 - Students who go to other tutoring, must sign in and request the staff member email the number of hours they complete to attendanceoffice@berkeley.net
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What about Tardies?

- A student is considered “tardy” if they arrive to class after the bell has rung.
- Guardians may not clear tardies, they are time stamps
- Students who arrive more than 30 minutes late to class receive a “truant” tardy on their attendance. For each 3 truant tardies, this equates to one unexcused period absence.

– Being on time to class is essential in order to set students up for success. There are 6 minutes between passing periods, and the vast majority of BHS students arrive to class on time.

If your child has consistent tardies after lunch, we recommend that they take advantage of our free nutrition program in the cafeteria. We provide free breakfast and lunch to all students, regardless of qualification for [free and reduced lunch](#).

What about cutting class?

We define “cutting class” as a student leaving class without permission and leaving class before the bell rings. At BHS, students are expected to be in their scheduled classes **bell to bell** unless under the supervision of another staff member. Students who cut class receive a CUT notation on their attendance records. A student who receives 2 or more CUTS on their attendance record is placed on the no-go list for homecoming, prom and work permits. Students may earn themselves off the exclusion list by completing after school attendance make ups. Additionally, teachers may write student referrals to OCI if they observe a student cutting their class.

What about Attendance Intervention?

Students who have unexcused absences that cannot be cleared by a guardian may earn themselves off the truancy list through our Attendance Make Up Program. Students can earn up to 12 hours per month through the following

- They may attend after school tutoring in the CCC
- They may attend after school tutoring with teachers holding office hours
- They may attend after school tutoring in Black Scholars, RISE or Bridge
- They may attend Wednesday Athletic tutoring if they are in Athletics
- They may attend quarterly Saturday School

The deadline for making up absences for semester 1 is December 15th.

The deadline for making up absences for semester 2 is May 15.

Students are responsible for filling out the attendance make up forms in the CCC or with their respective tutors. Students should email attendanceoffice@berkeley.net if they have specific questions about the attendance make up process

Understanding our Attendance Notations

There are different notations on student attendance records

P - Present

T - Tardy

LAT - Truant tardy of more than 30 minutes late

CUT - Student was marked CUT to that class

Unverified - The student was absent and the family has 5 days to clear the absence

Unexcused - The student was absent and the 5 day limit has passed

ACT - The student was marked as being in a school activity that day

Other FAQ

Our child is transferring to another school, who do we notify? Marieferguson@berkeley.net

My student is interested in a different program than what is offered at BHS. What are the options? BUSD offers *Independent Studies for all grades on a limited basis*.

Additionally, **Juniors and Seniors** may enroll in Berkeley Technology Academy. Contact your child's counselor for more information for both options.

PROM and WORK PERMIT POLICY

Prom is a beloved tradition that many students participate in. We want all Juniors and Seniors to have access to prom and so we ask that you are proactive and monitor your attendance on Infinite Campus. Reach out to your counselor if you are struggling and need support.

BHS POLICY: Students who have 30 unexcused period absences OR 2 or more CUTS on their attendance record are not eligible for work permits or prom. Please note that students who want to get permission to attend other schools' proms as a guest must also follow this policy. **Attendance is counted YEAR long from August through June.**

ATTENDANCE RECORD REVIEW: If a student has multiple period absences due to illness that a guardian forgot to excuse, the guardian may request a one time extension on our attendance policy by emailing the VP of Attendance - erichusted@berkeley.net The guardian

must review the attendance record, explain the dates and reasons for the absences and ensure that future absences are excused within 5 days.

Students can earn themselves off the exclusion list through attendance make ups.

Students who have unexcused absences that cannot be cleared by a guardian may earn themselves off the truancy list through our Attendance Make Up Program. Students can earn up to 12 hours per month through the following. Students are responsible for managing their own attendance and doing their own attendance math about what is needed to be eligible. They should log into Infinite Campus to review their attendance or stop by the attendance office for more help.

To make up attendance, for each ONE HOUR of tutoring, students can earn ONE period make up. They may earn a total of **12 Hours per month**. Students can only clear absences from the current semester. Once Spring semester begins, they cannot clear hours from the Fall semester.

- They may attend after school tutoring in the CCC
- They may attend after school tutoring with teachers holding office hours
- They may attend after school tutoring in Black Scholars, RISE or Bridge
- They may attend Wednesday Athletic tutoring if they are in Athletics
- They may attend quarterly Saturday School

REPORTING tutorial hours to the Attendance office

- Students are responsible for filling out the attendance make up forms in the CCC, which Matt Laurel will send to the attendance office
- Other tutorial providers must complete the Tutorial completion form or sign the student's tutorial slip that the student must bring to the attendance office.

In conclusion, please ensure all absence are excused and that any unexcused absences are cleared by the following month. Contact attendanceoffice@berkeley.net