

•**THS STUDENT ATTENDANCE AND CREDIT POSITIVE ATTENDANCE PLAN:**

Students are required to be in school for 180 school days with the exception of the following: 1) illness; 2) the death of an immediate family member; 3) a medical or dental appointment; 4) quarantine, or 5) a court ordered appearance. Absences for those reasons are considered “Absences with Valid Excuses”; all other absences will be unexcused. Students with an excess of three (3) absences without a valid excuse (E.C. 48260) in one school year may be referred to the Student Attendance Review Board (SARB) and the Department of Probation as a habitual truant.

It is essential that students and parents realize the importance of regular attendance and how regular attendance is directly related to success in their classes. Good attendance patterns in school will also carry over to a student’s future occupational roles. Good attendance generally produces better grades and maximum credits. The following is the Credit/Attendance Policy reviewed and approved by the Trinity Alps Unified School District Board of Trustees.

•**GENERAL RESPONSIBILITIES**

All members of the staff and faculty at Trinity High School and the Trinity Alps Unified School District Board of Trustees have the responsibility: (1) to encourage students to attain a high level of school attendance; (2) to prepare students for the regular and timely attendance demands of postsecondary education and occupations; (3) to clearly delineate the two separate areas of student responsibilities: class performance and class attendance.

•**STUDENT ATTENDANCE AND CREDIT POSITIVE ATTENDANCE PLAN:**

1. While grades are a reflection of the student’s performance in the classroom, the credits earned for each course are granted on the basis of attendance in the classroom.
2. Credits shall be deducted for the total number of absences (including the concept that 3 tardies equate to 1 absence) **in a semester** as shown in the table below.

Number of Absences Per Semester	Number of Days in Attendance Per Semester	Percent of Attendance	Credits Earned
0 - 9	81-90	90-100 %	5
9.5-18	71-80	80-89 %	4
18.5-27	61-70	70-79 %	3
27.5-36	51-60	60-69 %	2
36.5-45	41-50	50-59 %	1
45.5 or more	0-40	Less than 50%	0

3. **ALL** unexcused absences will count toward the deductions of credits * **with the exception of school related activities such as FFA, CSF, other school sponsored activities, specialized testing, sports trips, counselor appointments, etc.**
Deduction of credit may be appealed * (see text box)
4. Every three (3) tardies will be counted as an unexcused absence towards a “deductible absence” for the loss of credit.
5. Any tardies of more than 30 minutes will be counted as an unexcused absence (partial period absence) towards a “deductible absence” for the loss of credit.

6. In order for the student not to receive a cut /truancy/unexcused, *a parent/guardian must have telephoned the school attendance clerk or the student must present a written note from the parent/guardian or Doctors note to the attendance clerk no later than **3 days** after the absence. All absences not cleared will be recorded as a cut, truancy or unexcused absence.*

* If a student or the parent/guardian of a student wishes to appeal the loss of credit/absence due to health or unusual circumstances, the student or his/her parent/guardian must initiate a request for credit review in writing in the office. The appeal to review the loss of credit must be made as soon as possible and no later than ten (10) school days after the end of the semester in which the credit loss occurred. Form is available from the **Administration**.

A Credit/Attendance Review Board will be appointed by the High School Administration to review all appeals of loss of credit. The results of the Review Board will be furnished in writing to the student concerned and to other appropriate persons. The Credit/Attendance Review Board will be composed of an Administrator and a Counselor.

Cuts/Truancies/Unexcused absences: These are absences without valid excuses and shall be referred to the Administration for discipline. *Any student who is absent from class without the prior knowledge and approval of the parents or teacher shall receive a cut, unexcused absence or shall be considered truant.*

When a student is absent from school, it is the **parent/guardian /student's responsibility** to see that a parent/guardian telephones or writes a note to the school explaining the type of absence, e.g., illness, doctor or dentist appointment, court appearance, etc. **In order for the student not to receive a cut or truancy, a parent/guardian must have telephoned the school attendance clerk or the student must present a written note from the parent/guardian to the attendance clerk no later than 3 days after the absence.** Regardless of age, all students at THS are treated equally under school policy. While students who are 18 years old or older are adults in society, they are still subject to all school policies and guidelines as younger students in the THS district. This policy includes attendance rules and guidelines. It has been the policy of Trinity High School to accept 10 notes from the 18 year old student. After this, the parent/guardian must provide verification of absence. If a student is seen at school (not in their assigned classes) or at public places contrary to parent notices or excuses, 18 year old note or without parental supervision during the time of absence, the student will receive a cut.

A student who leaves school after attending a class **must check out through the office** prior to leaving campus. A student who leaves campus without checking with the attendance clerk prior to leaving campus will be considered truant. Students who leave at lunchtime and do not return to their afternoon classes will receive a truant unless their parent or guardian has called and given Special Permission. Special Permission to miss afternoon class must be obtained during the current school day, but must be granted prior to 11:30 a.m. Special Permission must conform to Ed. Code to be excused absences.

•PUNCTUALITY (TARDIES)

Being late to class without a valid excuse is considered a tardy. Tardiness will result in a warning to the student on the first occasion. After the warning, three (3) additional tardies will count as a **“deductible absence” for the loss of credit**. Teachers have the **option** to administer additional penalties for tardies on a class-by-class basis as well as a positive incentive for punctuality. In addition, when a student receives five (5) tardies, a warning to a parent/guardian and student will be sent home. On the sixth (6th) tardy, a final notice is sent explaining that each tardy hereafter will result in assigned detention. For each tardy thereafter, a referral will be sent to the school Administrators and an hour of school detention will be assigned along with the possibility of the loss of credit.

(Students may make up tardies by serving 1 hour of Saturday School or 1 hour of school detention per “deductible absence”. This must be arranged through one of the Administrators in the office.)

•DETENTION RULES/REGULATIONS

A student who accumulates three absences or tardies of 30 minutes or more without a valid excuse can be declared a truant and referred to the School Attendance Review Board (SARB).

A student who is assigned a detention by the Administration must serve the detention on the day it is assigned. Detention days are generally Mondays, Tuesdays, Wednesdays and Thursdays. If any detention days or locations are changed, there will be a notice in the bulletin. Missing of Saturday School assignment could result in an Administrative referral of the student, which could result in **a transfer to Alternative Education**. A student who is transferred to alternative education must attend that school for the remainder of the semester in which he/she was transferred. A student may be readmitted to Trinity High School only at the beginning of the following semester.

•RULES GOVERNING DETENTION:

1. Any changes to the location of detention room will be listed in the bulletin. All detentions will be served in this room only. All students must arrive at detention no later than 5 minutes after lunch begins. No students will be admitted late.
2. All students must arrive with schoolwork to do. All personal listening devices and cell phones are not allowed. A book to read is a minimum.
3. The detention teacher is the final or authority and must be obeyed.
4. No talking is allowed and the teacher may assign student seating.
5. If a teacher is not satisfied with the student's behavior, he/she will be told to leave and the time served must be repeated. For extreme behavior, the teacher may refer the student to the Administration (additional detention or suspension may be assigned).
6. The Administration will have the list of those students assigned to serve detention.
7. **Transportation home for the student is not the responsibility of the school district when the student must serve detention.**

•METHOD FOR MAKING UP UNEXCUSED ABSENCES PRIOR TO THE STUDENT LOSING COURSE CREDIT

For all absences that have been, marked unexcused, a student may voluntarily attend Saturday School for a minimum of 4 hours. The premise being that 1 hour of Saturday School will equal 1 unexcused absence. Saturday School credit cannot be given in less than a 4 hour block of time. The total amount of time required to attend Saturday School is based upon the individual student attendance record for the semester over the 9.5 number of absences listed in the table on page 1. Unexcused absences are tracked by individual class periods, not but whole days. Absences made up in this manner shall not count towards the loss of credit.

However at the end of the semester, ONCE COURSE CREDIT HAS BEEN LOST, the credit can be **ONLY** be made up or earned back by completing the following for each credit lost:

1. A student may make up the credit(s) by attending and successfully completing summer school (if offered) or successfully retaking the course, **Independent Study or Credit Recovery**.

* If a student or the parent/guardian of a student wishes to appeal the loss of credit/absence due to health or unusual circumstances, the student or his/her parent/guardian must initiate a request for credit review in writing in the office. The appeal to review the loss of credit must be made as soon as possible and no later than ten (10) school days after the end of the semester in which the credit loss occurred. Form is available from the **Administration**.

•SUMMARY

1. All unexcused absences, **(except school related)**, and tardies count toward the loss of credit.
2. 3. In the semester that credit is lost, students' can make up the credit by attending Saturday School based upon the amount of time missed per class.
3. 5. Detention is to be served on the day assigned.
4. The 1st, 2nd and 3rd missing of Saturday School will result in an Out-of-School Suspension; any subsequent missing of assigned Saturday detention will be referred for possible alternative education placement.
5. A student or parent/guardian may appeal the loss of credit/absence due to health or unusual circumstances by initiating a written request for credit review. This appeal for credit review must be made during or within ten (10) school days after the end of the semester in which the credit was lost.
6. If students are found outside of class without an approved "Hall Pass" signed by the attending teacher, an **administrative tardy** may be assigned. These tardies will count as a standard tardy. Every three (3) tardies will be counted as an unexcused absence towards a "deductible absence" for the loss of credit.
7. According to School Board Policy 5113, students are allowed 14 days of excused absences due to illness. Any days greater than 14 without medical verification will be marked as unexcused. The only exception would be a completed and approved waiver.
8. Also, according to the same Board Policy of 5113, verification of confidential medical appointments presented by the student from medical services need only to confirm a medical visit. District staff shall not ask the purpose of such appointments but may also contact a medical office to confirm the time of the appointment.