

**STUDENT ACCOUNTABILITY**

The responsibility of the student is to obtain an education, culminating in graduation by earning a high school diploma. It is the student's duty to pursue an education and to obey all rules, regulations, laws, and school staff.

An important goal of the School District is to produce responsible citizens. Consequently, a student is expected to exhibit good citizenship.

Students at Fortuna Union High School are expected to promote a positive reputation.

**FORTUNA UNION HIGH SCHOOL ATTENDANCE POLICY**

Students are required to be in school for one hundred and eighty (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, 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) period absences without a valid excuse (Education Code ' 48261) in one (1) school year may be referred to the Student Attendance Review Board (SARB) and the Department of Probation as a habitual truant.

It is hoped that student and parents/guardians realize the importance of regular attendance and how regular attendance is directly related to success in school. Good attendance patterns in school will also carry over to occupational roles. Good attendance generally produces better grades.

**GENERAL RESPONSIBILITIES**

All members of the staff and faculty at Fortuna Union High School District and the Fortuna Union High 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; and 3] to clearly delineate the two (2) separate areas of student responsibilities: class performance and class attendance.

The development of a positive plan to implement Board policy is the responsibility of the high school staff and faculty. This plan shall constitute administrative rules and regulations and required Board approval prior to implementation.

**STUDENT ATTENDANCE**

1. A student will need to present parent and/or doctor notes to the High School Office in order for the student not to receive a cut or be declared a truant. All absences not cleared will be recorded as a cut or truancy.

**STUDENT ATTENDANCE AND CREDIT POSITIVE ATTENDANCE PLAN continued**

If a student or the parent/guardian of a student wishes to appeal the loss of credit due to health or unusual circumstances, the student or his/her parent/guardian must initiate a Request for Credit Review in writing. The appeal to review the loss of credit must be made within ten (10) school/working days after the end of the semester in which the credit loss has occurred.

A Grading/Attendance Review Board will be appointed by the high school principal 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 his/her parent/guardian as well as to other appropriate persons. The Grading/Attendance Review Board will be composed of an administrator, teacher, and a counselor.

**Cuts/Truancies**

These are absences without valid excuses and shall be referred to the principal or assistant principal for discipline. *Any student who is absent from class without the prior knowledge and approval of the parent/guardian or teacher, shall receive a cut or shall be considered truant.* A student will be assigned Saturday School and a parent notification will be made.

When a student is absent from school, it is the **student=s responsibility** to see that a parent/guardian telephones or writes a note to the school explaining the type of absence, i.e. illness, doctor/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 before or upon the day the student returns to school.* Without verification of the absences from a parent/guardian, detention will be assigned. If a student is seen at school or at public places contrary to parent notices/excuses, or without parental supervision during the time of being absent, the student will receive a cut.

A student who leaves school after attending a class must check out through the Main Office prior to leaving campus. A student who leaves campus without checking with the attendance clerk prior to leaving campus will receive a minimum of one (1) hour detention and each class missed will be considered a cut unless the attendance clerk receives the appropriate note from the parent/guardian or medical/dental offices.

**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. Two (2) 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 is sent to the parent/guardian and the student will be sent home. On the sixth (6<sup>th</sup>) tardy, a final notice is sent to the parent/guardian explaining that each tardy hereafter will result in assigned detention. For each tardy thereafter, a referral will be sent to the school

## **Student Attendance Policies and Regulations**

**BP 5111.3(c)**

### **STUDENT ATTENDANCE**

#### **Cuts/Truancies continued**

administrators and an hour after school detention will be assigned along with the possibility of the loss of credit.

(Students may make up tardies by serving one (1) hour of Saturday School per tardy. This must be arranged through the Vice Principal in the Main Office.)

### **DETENTION RULES/REGULATIONS**

A student who misses a full day of school, without a valid excuse, will be given two (2) Saturday School assignments. A student who does not show up to an assigned Saturday School will be suspended. A student who accumulates three (3) absences or tardies of thirty (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 Principal/Assistant Principal must serve the detention on the day that it is assigned. Detention days are generally Mondays through Thursdays. If any detention days are changed, there will be a notice in the Daily Bulletin. If a student does not serve his/her detention on the day it was assigned, he/she will be given a Saturday School for each detention day missed. A student who misses an assigned Saturday School will receive a suspension. An in-school suspension will be given for the first offense and an out-of-school suspension given for the second and third offenses. A subsequent offense will result in a referral

of the student, which could result in a transfer to alternative education. A student who is transferred to alternative education must attend another school for the remainder of the semester in which he/she may be transferred. A student may be readmitted to Fortuna Union High School after that time, but only at the beginning of a semester.

### **RULES GOVERNING DETENTION**

- 1.** The detention room will be listed in the Daily Bulletin. All detentions will be served in this room only. All students must arrive at detention no later than ten (10) minutes after the last bell of the school day. The door of the detention room will be locked after 10 minutes, and no students will be admitted late.
- 2.** All students must arrive with schoolwork to do. The minimum is a book to read.
- 3.** The detention teacher is the final source/authority and must be obeyed.
- 4.** No talking is allowed and the teacher may assign seating.
- 5.** If a teacher is not satisfied with a 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 Principal or Assistant Principal (additional detention/ suspension will be assigned).

## **Student Attendance Policies and Regulations**

**BP 5111.3(d)**

### **STUDENT ATTENDANCE**

#### **Detention Rules/Regulations continued**

6. The Assistant Principal will have the list of those students who need to serve detention.
7. Transportation home for a student, when that student must serve detention, is not the responsibility of the School District.

#### **SUMMARY**

1. All absences - excused or unexcused - and tardies count toward the loss of credit.
2. A full day=s absence, without a valid excuse, will result in the assignment of one (1) four (4) hour Saturday School and parent notification.
3. Detention is to be served on the day it is assigned.
4. The first suspension for missing detention or Saturday School will result in an in-school suspension when available; the second and third suspensions will result in an out-of-school suspension. Any subsequent suspensions will be referred for possible alternative education placement.
5. Appeals to review the loss of credit can be requested, but they must be made, in writing, within ten (10) days after the end of the semester in which the credits were lost.

#### **ACADEMY OF THE REDWOODS ATTENDANCE**

Academy of the Redwoods will follow the Fortuna Union High School District student attendance policies and regulations, but will calculate their student attendance in accordance with Education Codes 46160-46162 for their state apportionment.

*Legal Reference:*

EDUCATION CODE  
*48260 Attendance*

First Reading: June 14, 2005  
Second Reading: July 5, 2005

**Policy**  
**Adopted:** July 5, 2005

**FORTUNA UNION HIGH SCHOOL DISTRICT**  
**Fortuna, California**