

# WVHS Attendance Policies

**School Hours** Classes begin at 7:42 a.m. Students must leave premises at 2:30 p.m., unless staying for supervised school activities.

Students arriving late for school must check into the attendance office for a pass to class. Students who wish to leave early must have parental permission and obtain an off campus pass.

**School Visitors** All visitors are required to go to the Principal's office to check in. Visitor's passes may be issued at the Principal's discretion.

Day passes for student visitors will not be issued.

**Expectations, State Law** Regular attendance is important in enabling pupils to profit from the school program. Parents should be aware of the revenue loss to the school district due to prolonged or frequent absences. Parents are responsible for notifying the school of the days and reasons for being absent from school. The school has the responsibility of notifying and reporting their child's absences from school or classes.

- Each student is expected to be regular and punctual in attendance to all classes.
- Parents must report absences by calling the attendance office after 7:00 a.m. at 347-7175 or bring a note from home.
- The state no longer recognizes formerly excused absences for illness of a student, medical appointments, and court appearances. The school will collect revenue on positive attendance only.
- Class work missed due to any absences or tardies will be made up at the discretion of the teacher.

California State law requires that all persons under the age of 18 years of age, who have not graduated from high school, must attend school. The staff and administration will continue to take a pro-active position and concern regarding students with poor attendance habits or records.

This may include:

- Phone calls to parents by teacher or administrator.
- Letters of concern mailed home with student's attendance records and the number of instructional hours missed.
- Student parent conference with the teacher or administrator.
- Referral to Shasta County S.A.R.B. Board.

**Tardy Policy** High Schools throughout our nation are structured in such a way as to prepare all of our students to productive citizens. Bell schedules and tardy policies are in place to prepare students for their future in the work place. West Valley High school places great emphasis on getting to class on time and being ready to work. Detention is assigned when a student is late to class. The following tardy policy will apply:

1st Tardy: Teacher discretion

2nd Tardy: Teacher assigned detention or consequences

3rd Tardy: 3 hour – school assigned

4th Tardy: 4 hours – school assigned

5th Tardy: 1 day of in house suspension

6th Tardy: Behavior contract

**Closed Campus** West Valley High School has a closed campus. After arriving at school, the student is not to leave school during lunchtime, during a class period, or between periods without an off campus pass. Off campus passes will not be issued unless parental permission is granted through the attendance office.

