

Dear Falcon Families,

We are very concerned about the high volume of unexcused absences and tardies we are currently experiencing. Please ensure that all excused absence have been reported to the school within 72 hours so that non-attendance will not result in a "cut" for your student. Our teachers place class absences/attendance at the top of the list when providing reasons students have difficulty keeping up with the class expectations, especially within class work and tests. Students also suffer when they are not present for the introduction of material that cannot merely be read in a textbook.



Second semester we will be working closely with students to stress the importance of consistent and regular attendance, while also holding each student accountable for missed class time.

Absences

1. When a student is marked absent the automated calling system will inform parents via phone.
2. Parents may excuse a full day absence by:
 1. Responding to the automated caller.
 2. Placing a call to the attendance line 439-9526.
 3. Contacting the attendance secretary 439-9555 press 1 during school office hours.
 4. Sending a note to school with the student upon return.
3. To excuse an absence please include the following information:
 1. Student Name
 2. Parent/ Guardian name
 3. Dates of absence
 4. Reason for absence (note: California State Education Code only accepts the following reasons for excused absences; illness, medical/dental appt., court appearance, or funeral).
4. Partial Day absence may be cleared by parents only if student was signed in/out with verified parent permission.
5. Whenever leaving campus, the attendance office must be notified before the student leaves. If your student contacts you directly during the school day because of illness, please direct your student to the office for the formal check out procedure. At that time, parents will be contacted to confirm permission to leave.
 1. Upon return to campus from an appointment, your student must sign in to confirm the return time.
 2. Failure to use the required check-in and check-out procedures may result in unexcused absences and consequences for your student.
 3. The state of California requires public schools to provide a reason for your student's absence. Please provide the attendance office with adequate information.
6. To have a single period absence excused:
 1. The class teacher must confirm the students presence to the attendance office.
7. If an absence is not excused in 4 days:
 1. Student will receive a notification during class setting a deadline to clear the absence.
8. Absences that remain unexcused or unverified will revert to "cuts". The Assistant Principal will notify the student of a scheduled Saturday school.

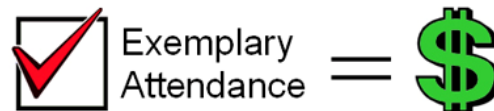
Saturday School

1. Saturday school meets every other Saturday except holiday weekends.
2. Different teachers will host Saturday School in their classroom from 8-12pm.
3. Students are required to arrive on time and remain the entire session.
4. Students must bring assignments, reading books, or other school work to occupy the entire 4 hour session.
5. Successful completion of Saturday school, will result in time served in school attendance records.
6. Failure to successfully complete (tardies, failure to appear, or lack of cooperation) will result in being assigned to two additional Saturday school sessions
7. Failure to complete the 2 subsequent Saturday school sessions may result in suspension and/or other consequences to be determined SVHS administration.

Unexcused Tardies

1. Unexcused tardies will be noted.
2. A teacher may refer a student to the office for consequences after receiving 3 or more tardies in a class. Students will receive after school detention for 1 hour.
3. Repeated referrals will result in longer or additional detention assignments.
4. Continued tardy issues or failure to attend scheduled detention times will result in being assigned to Saturday School.

SARB (School Attendance Review Board) Process begins for students with excessive absences and/or school tardies.



And Increased Student Achievement!

