

ATTENDANCE POLICIES

24 HOUR ATTENDANCE LINE (626) 940-2002

Expectations/Standards:

1. Students are expected to be present and on time for all school days and all classes throughout the year.
2. Students must carry school I.D at all times for attendance purposes.
3. Until a student graduates, regardless of age, he needs his parent's/guardian's written permission for all legal matters involving school activities, school records, and attendance.
4. Illness and family trips or family commitments are not exempt from a student's total allowed absences per semester.

Bosco Tech reserves the right to question the reason for an absence and ultimately deem it to be unexcused even with a note from a parent or guardian.

Absences:

1. **Call the Attendance Office - (626) 940-2002** and leave a message on the attendance answering service before 10:00 a.m. The parent/guardian calling must state the following:
 - a) The student's name, year, and ID#.
 - b) The reason for the student's absence
 - c) A phone number where the parent/guardian may be reached during the day.
2. Prepare a **written note** for the absent student to bring to school stating:
 - a) The reason for the absence
 - b) The date(s) of the absence.
3. If the student was treated by a physician, **arrange for a note from the doctor** to the school nurse stating:
 - a) The diagnosis and date of return to school
 - b) Any restrictions upon participation in PE, sports or technology.

The first day a student returns from an absence, the **Student must:**

1. **Bring a written note** prepared by his **parent/guardian** and if necessary any note from his attending **physician** to the attendance office.
2. **Be in the attendance line by 7:40** (8:20 when school begins later) or he will be marked tardy for his first period of class. The student will

be issued a Re-Admit slip. *A student is not allowed to enter class without that slip.*

3. **Present his Re-Admit slip to each teacher** whose class the student missed while he was absent and get this slip signed by each teacher whose class he missed. There is a \$0.25 surcharge for lost slips.
4. **See the teacher for assignments missed.**

Excused Absences: Absences due to the following situations will be considered acceptable excuses for a student missing a portion of or the entire school day:

1. Illnesses
2. Medical or dental appointments (must be accompanied by a physician's note)
3. Legal appointments (must be accompanied by a note from the Court)
4. Death in the family
5. Religious observances
6. Certain family excursions
7. Extraordinary family situations

Unexcused Absences: The following infractions will cause an absence to be considered unexcused and will result in disciplinary action:

1. **No phone call** on any day when the student is absent.
2. **No note** on the first day the student returns to school. (Even though a detention was assigned, a note must be submitted the following day).
3. **Truancies and forgeries** (including cutting class or leaving school grounds without authorization).
4. **Personal absences without approval** of the Vice-Principal.
5. **Not obtaining a readmit slip** from the attendance office.
6. Any abuse of the pre-planned absence system.
7. A student has one (1) school day to clear an unexcused absence with the attendance officer before it is considered truancy.

Excessive Absences: Ten (10) absences per semester (or five unexcused absences) are the maximum allowed before semester credit can be lost for a class. After the tenth absence, a parent conference will be required with the student's class counselor.

Personal Absences: Absences or early dismissals for personal reasons are always questionable. The Vice-Principal must pre-approve all personal absences. The school **may or may not** recognize the following

reasons for absence or early dismissal as legitimate:

1. accompanying a parent/guardian to any function.
2. baby-sitting a younger sibling.
3. attending a vacation with the family/friends who follow another school's vacation time.
4. any function recognized by the school as non-educational.

Tardiness: A student is tardy to school if he is not in his assigned place when the bell rings to begin first period. If so, he must obtain a late slip from the Dean of Discipline within the first 15 minutes of Block 1. The student will report to his dean at lunch. If a student is tardy when returning to school after an absence, he must go to the Attendance Office. **All "first period" tardies must report to the deans at lunch time.** A note from a parent/guardian or poor road conditions does not assure the student an excused tardy. Disciplinary action will be taken if the tardy is not recognized as legitimate. **Tardies to Class (Blocks 2, 3 or 4):** A student should be in his assigned place when the second bell rings; if not, he may be listed tardy by his teacher and receive a minimum of an after-school detention. **In extreme circumstances a student that received an unexcused tardy may be excused at the discretion of the Dean of Discipline.**

Every quarter unexcused tardies will result in the following:

Any unexcused tardy over 20 minutes to first block truant
1st unexcused tardy verbal warning
2nd and 3rd lunch detention
4th and 5th after school detention
6th thru 8th Saturday School
9th or more Attendance Probation

Truancy: Truancy is defined as an "unexcused absence" from school without the knowledge and consent of the parent/guardian and/or the proper school authority for a whole day or any part of a day.

1. Cutting any class constitutes truancy and results in disciplinary action – even if the student is on campus, but not in class.
2. Students who have been truant will not be allowed to make up any missed work during the time of truancy.
3. The disciplinary consequence of a truancy is no less than one Saturday School.
4. **This policy does not sanction a senior ditch day.**

Attendance Probation: Students are placed on attendance probation when they have an excessive number of tardies or absences. During this period, the student and parent are under an agreement with the school in which concerted efforts will be made to adhere to the attendance policies of Don Bosco Technical Institute, especially those pertaining to tardies and absences. The agreement will stipulate those consequences that may involve disciplinary action including the student being asked to withdraw from Don Bosco Technical Institute. Parents will be notified by the student's dean in writing and a parent conference will be requested.

Late arrival to school and participation in after-school activities: A student who is not in school by 11:00 a.m. is unable to participate in or attend any after-school activity (i.e. athletic contests, practice, play, awards ceremony, etc.). The Vice-Principal is the only administrator to grant exceptions.

Early Dismissals: Valid reasons for an early dismissal include appointments with a doctor, dentist, or counselor; court appearances; and the funeral of a family member.

When a student needs an early dismissal, the **Student must:**

1. **Submit a written request** from the parent/guardian to the Attendance Office between 7:40 and 7:55 a.m. If he cannot make it through the line by 7:55, he should go to his first period class and return at morning break or lunch to pick up his early dismissal pass. It is the student's responsibility to get to class on time. Picking up an early-dismissal note is not an excused tardy.
2. Bring a written note from his parent/guardian upon returning from an early dismissal. If the appointment was with a doctor, dentist, lawyer, or court then **a stamped note on office stationery from the doctor, dentist, lawyer, or court** must be brought to school on the day the student returns.

When a student needs an early dismissal, **Parents must:**

1. **Prepare a written request** for the early dismissal. (A parent/guardian may appear in person to request an early dismissal; however, the school reserves the right to ask for proper identification.)

2. **Write a note** explaining the absence and have their son bring it to the Attendance Office when he returns to school.
3. **Unless pre-approved by the Vice-Principal**, early dismissal will not be granted for the day of Marian Games or for the day of St. Joseph Relays. **See section on "Special Schedule Days"**.

Pre-Planned Absence: Under rare circumstances, the school may grant permission for a short or extended absence. Students below a 2.0 GPA are encouraged not to miss any school days. Pre-planned absences **must be arranged** in the following manner:

1. Pick up a **pre-planned absence form** from the Attendance office at least three (3) days prior to the absence.
2. See the **Vice-Principal** for G.P.A. check and initial signature authorizing consideration of the pre-plan absence.
3. The form must be signed by the student's parent/guardian.
4. The form must be signed by all teachers (with all assignments listed).
5. The form must then be signed by the Vice-Principal before submitting to the attendance office.
6. Must return the form to the Attendance Office at least one (1) day prior.

Prolonged Absences: An Absence of three (3) consecutive days requires that the parent contact the student's counselor to arrange for homework to be picked up at the switchboard. A note from a doctor may be required by the school nurse on the day the student returns to school.

Special Schedule Days: Students are expected to attend school on days having special schedules (i.e. Open House, Marian Day Games, St. Joseph Relays, Prom days, Standardized Testing Days, Liturgy days, and days designated as "special" by the administration.) **Each unexcused absence on such a day will without exception result in a Saturday School.**

School Attendance and Class Assignments/Tests: All academic or technical work missed because of excused absence or tardiness must be made up within a reasonable amount of time. If a student finds it difficult to make up his assignments, he should speak to his class counselor and his teachers. Make-up tests or quizzes will not be administered in cases of unexcused absences or tardies (truancy).

Student Passes: If a student is out of class for any reason, **he must carry a pass issued by his teacher.** If he does not have a pass, he may be considered truant and be referred to his Dean. Students are not allowed to go to the attendance office, nurse's office, cafeteria, counseling office, administrative or extracurricular offices, student activities, or visit any class while in session during block periods. If there is a need to go to any of these places, a student must go first to his class and obtain a pass from his teacher. Passes are not required during breaks or lunch.