

BEVERLY HILLS HIGH SCHOOL ATTENDANCE PROCEDURES

Attendance and punctuality rank high on the list of priorities of the Beverly Hills High School faculty and staff. Students are expected to develop a strong sense of responsibility in this area so that attendance will not become a discipline problem. We need your assistance in following these designated policies and procedures.

California State Law accepts only the following as an excused absence.

1. Illness
2. Bereavement
3. Quarantine
4. Medical appointment-A NOTE ON DOCTOR'S STATIONERY, SIGNED BY THE DOCTOR, STATING DATE AND TIME OF APPOINTMENT IS REQUIRED UPON RETURN TO CAMPUS. THIS ABSENCE IS NOT EXCUSED UNTIL RECEIPT OF SAID NOTE.

The school will also excuse the following.

1. Court appearance
2. Religious observance
3. Employment conference-A NOTE ON COMPANY LETTERHEAD, SIGNED BY A COMPANY REPRESENTATIVE IS REQUIRED UPON RETURN TO CAMPUS. THIS ABSENCE IS NOT EXCUSED UNTIL RECEIPT OF SAID NOTE.

“PERSONAL BUSINESS” IS NOT AN ACCEPTABLE REASON FOR ABSENCE. According to the California Education Code and Board Policy. Attendance is a vital component of the education process. Parents are requested not to arrange personal business matters during the school day. In the event of a personal emergency requiring absence from school, the appropriate assistant principal must be contacted.

SPECIAL NOTE: Schools receive funding only for days in which a student is in attendance for at least a portion of the school day, regardless of whether an absence is considered “excused” or not. If students must make appointments during the school day, it is important that they still attend school either before or after the appointment so important funding will not be lost.

FUTURE ABSENCE: Prior approval is required for extended absences such as college visitations. Request forms for future absences must be circulated to all teachers and submitted to the assistant principal for approval at least **5 days** in advance.

In the event of an absence:

1. **Parent/Guardian must call the Attendance Office at (310) 551-5125 EACH DAY to report the absence.**
2. Written request to excuse an absence must be submitted to the Attendance Office if more than 5 days have elapsed.
3. Notes must include the student's full name, student ID#, date(s) of absence, a clearly defined reason for absence, and the parent/guardian's signature and telephone number
4. If the absence is not cleared within a 10-day period, the absence will be permanently marked unexcused.

UNEXCUSED ABSENCES can result in lowering of academic and conduct grades.

- School policy states that on the 5th unexcused absence in a class, the student may receive a **DROP/FAIL** in that class and receive no credit.
- A letter will be mailed home to notify parents when a student has 3 or more unexcused absences in any class.

MID-DAY ABSENCES:

- Students must check out through the Attendance Office **AND** have a permit to leave school.
- Permits to leave school **must** be picked up by the student during nutrition, lunch, passing periods, or before leaving campus.
- A telephone call or note from the parent/guardian in advance of the partial day absence is required. The Attendance Office must receive the telephone call or a parent's note prior to 9:00 a.m.
- If the request to excuse the partial-day absence is in the form of a parent note, the note must contain the student's full name and ID#, the periods to be missed and the specific reason for the absence.
- If the absence is for a medical appointment, the note and/or call must include the Doctor's name and telephone number, the specific date and time of day of the appointment, the parent/guardian's signature and telephone number. The telephone number is for verification purposes.

**THE ATTENDANCE OFFICE WILL NOT ACCEPT CALLS OR NOTES TO EXCUSE MID-DAY
ABSENCES AFTER A STUDENT HAS ALREADY LEFT CAMPUS.**

ABSENCES NOT CLEARED PRIOR TO LEAVING CAMPUS WILL REMAIN UNEXCUSED.