

Beverly Hills High School Attendance Policy

Regular attendance plays an important role in student achievement. Beverly Hills High School recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. Students are expected to be on campus and attending all classes during school hours. Unexcused absences and tardiness hinder student achievement. This policy outlines the impact of poor attendance on student grades.

Absences:

California Education Code 49067(b) and Board Policy 5121 authorize teachers to fail any pupil whose absences from the teacher's class are deemed excessive. Board Policy (AR 5113.1) defines "excessive" as 3 or more unexcused full-day absences or 30-minute tardiness during the school day in an academic year. According to California Education Code 48205, absences from school shall be excused only for illness, quarantine, medical or dental appointments, funeral services for members of the student's immediate family, jury duty, court appearance, and religious observances. Students whose absences are due to school-sponsored activities or excused shall be permitted to make up all assignments missed without penalty. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence.

Anticipated absences, such as college visits, may be considered excused with prior approval. **These absences must be requested in writing at least five days prior to the absence**, must be approved by a site administrator, and signed by the teachers of the classes missed. Any absence that isn't requested in advance and in writing will be considered unexcused and will count toward loss of credit in classes. Request forms are available in any of the House offices. Prior approval may be waived by the principal or designee only under exceptional, unanticipated circumstances. The administrator will consider student attendance patterns, current academic performance and previous requests when approving a request to excuse such absences. The teacher of any class from which the student is absent shall determine, consistent with Board Policy, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence. Requests may be made for justifiable personal reasons, including but not limited to the following:

1. Attendance at a funeral service for an aunt, uncle or cousin, or a person other than a member of the student's immediate family.
2. Absence for personal, individual religious celebrations or ceremonies (e.g., Weddings, Bar/Bat Mitzvah, Confirmation, etc.) shall be limited to one day and allowed only for members of the immediate family.
3. Employment conference or interview.
4. College visits (limit of three days per year).
5. Bereavement beyond excused absence days.
6. Tending to an illness or a medical appointment during school hours of a student's custodial child.
7. Other educational programs not sponsored by the school, district.
8. Partial day absences caused by circumstances beyond the student's control (bus breakdowns, highway flooding, etc.). These absences require approval by the principal or designee within one school day of the student's return to school.
9. Other justifiable personal reasons authorized by the school.

Family vacations and DMV appointments are not excused absences under this policy. These are to be scheduled outside of the academic calendar.

In accordance with Board Policy and consistent with the school's progressive discipline policy, Beverly Hills High School has adopted the following guidelines with respect to the impact of unexcused absences on a student's grade.

Semester / Year-long Classes (per semester):

1 unexcused absence	=	3% deduction from semester grade and parent notification
2 unexcused absences	=	6% deduction from semester grade and discipline referral to assistant Principal
3 unexcused absences	=	9% deduction from semester grade, discipline referral to assistant principal, and initiation of SARB proceedings

Each additional unexcused absence will result in an additional 3% deduction from the semester grade per unexcused absence.

In addition, teachers may assign detention or lower the student's conduct grade. Such consequences will be outlined in the teacher's grading policies for the course. Also, teachers are not required to provide replacements for work missed as a result of an unexcused absence, and a grade of "0" may be recorded for that assignment.

Students whose absences are excused or are due to a school-sponsored activity must be given the opportunity to make up any missed assignments without penalty. If the absence is unexcused, students may, at the teacher's discretion, be given opportunities to "earn back" all or part of the grade penalties listed above. Such opportunities will consist either of course related work not required of other students or of community service. Please note that community service completed in this way is not counted as part of a student's community service for diploma recognition or other purposes. Five hours of work will be required to eliminate the consequences of each unexcused absence.

Quarter Classes:

1 unexcused absence or non-participation	= 1 letter grade reduction in quarter grade
2 unexcused absences or non-participation	= 2 letter grade reduction in quarter grade and discipline referral to assistant principal
3 unexcused absences or non-participation	= 3 letter grade reduction in quarter grade, discipline referral to assistant principal, and initiation of SARB proceedings
4 unexcused absences or non-participation	= Failing grade in the class

Students whose absences or non-participation on the day of the final exam are unexcused will have their grade lowered by 2 letter grades. Unexcused absences in quarter classes may not be made up.

Tardiness:

Students are expected to be in class when the tardy bell rings. Tardy students cause classroom disruption and affect the continuity of instruction. Students are considered tardy if they arrive late to class without a written note from a school official. Tardiness will result in the following progressive penalties.

Semester / Year-long Classes (per semester):

Each tardy shall be counted as 1/5 of an unexcused absence (0.6% deduction from semester grade)

In addition, teachers may assign detention or lower the student's conduct grade. Such consequences will be outlined in the teacher's grading policies for the course. Also, teachers are not required to provide replacements for work missed as a result of tardiness, and a grade of "0" may be recorded for that assignment.

At the teacher's discretion, students may be given the opportunity to "earn back" all or part of the grade penalty listed above. Such opportunities will consist either of course related work not required of other students or community service. Please note that community service completed in this way is not counted as part of the student's community service for diploma recognition or other purposes. One hour of work will be required to eliminate the consequences of each tardy.

Quarter Classes:

1 st tardy	=	warning
3 rd tardy	=	"N" in citizenship
5 th tardy	=	"N" in citizenship, 1 letter grade reduction in quarter grade
7 th tardy	=	"U" in citizenship, 2 letter grade reduction in quarter grade
9 th tardy	=	"U" in citizenship, 3 letter grade reduction in quarter grade
10 th tardy	=	"U" in citizenship, failing grade in class