

GARDEN GROVE HIGH SCHOOL
Student/Parent Attendance Agreement, 2016-2017

To experience academic success, students must attend and be on time to school every day.

To report an absence to the school via telephone, please call 714-663-6144 between 6:45am – 4:00pm, otherwise send a signed note the following day (include date, date(s) of absence(s), student name and grade, reason for absence, and parent signature).

Please make every attempt to schedule doctor, dentist or other necessary appointments before or after school hours.

If a student needs to be released during the school day:

1. Send a signed note with the student with the following information.
 - ✓ The time the student needs to be released
 - ✓ The reason the student is leaving (Doctor, Dentist, etc.)
 - ✓ A phone number where you can be reached
 - ✓ How the student will leave school (ex. picked up and by whom, walk, or drive)
 - ✓ **Person picking up student will need to show a photo ID**

The student needs to drop off the note at the attendance office before school.
2. If you cannot send a note, call the Attendance Office before 7:45am at 714-663-6144 with the above information.
3. If you show up at school requesting student be released without prior notice, please be prepared to wait. The student will be called out of class at the end of the period. If the student has PE, the student will be called out of the next class. We will not interrupt instruction.

Your diligent effort to maintain good attendance at school is much appreciated and will be of great benefit to your student. Please review the different types of absences with their corresponding make-up policies.

Excused Absences:

There are several absences that are excused; they include illness, doctor appointments, funeral services for family members, and exclusion for failure to immunize. A student with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher shall determine which assignments can be reasonably made up and the period of time the pupil shall have to complete the assignments. Common practice is one day to complete make-ups for each day of excused absence.

Permissive Absences:

A permissive absence is when a pupil is absent from school for justifiable personal reasons other than vacation or recreational purposes, including a religious holiday, when the absence has been requested in writing by a parent/guardian prior to the day of absence and approved by a school administrator. A student with a permissive absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher shall determine which assignments can reasonably be made up and the period of time the pupil shall have to complete the assignments.

Unexcused Absences:

An unexcused absence is an absence that occurs with the knowledge and approval of the parent or guardian and there has been no prearranged agreement with a school administrator for the absence. Examples of such absences include babysitting, helping at home, transportation issues, entertaining visitors, vacations, recreational activities, lack of shoes and/or clothing. Excessive unexcused absences may become trancies.

Trancies:

A student will be classified as truant when he/she is absent without the knowledge and permission of the school and parent. Students are also **marked truant after two days for absences that remain un-cleared by a parent via note or call**. Truant students may be referred for counseling and could be assigned community service hours. See school discipline code for specific consequences. **Students who are truant will not be permitted to complete missed assignments.**

Please Note:

Students who are deemed as excessively absent will be required to meet with the school administration and parents to discuss how to improve his/her attendance. The school may call on chronically absent students every time they are absent. If attendance concerns do not improve, the student could be referred to the District's School Attendance Review Board (SARB).