**Attendance Information**

**Absences**

If your child will be absent from school, please call the 24-hour Attendance Line at
**415-897-2114** before 9:00 a.m. to report the absence. We check the messages frequently so please be sure to leave a message.

Excused Absences are:

* Illness
* A medical or dental appointment
* Bereavement
* Religious Holiday
* Quarantine

**All other absences are considered truancies.** Once your child reaches 14 excused absences, a doctor’s note is required with each additional absence. Homework can be requested on the third day of absence and picked up between 3:00 p.m. and 3:30 p.m. in the Attendance Office. **If your student is ill, please tell them to always come to the office and call home. Students who text or call their parents from their cell phones will receive a referral.**

**Tardy Policy**

A late student must check in with the Attendance Office before going to class. **All tardies are unexcused except: illness, quarantine, medical/dental appointments, and funerals.**

The consequences for unexcused tardies are as follows:

Tardies less than 30 minutes:

1st – 3rd garbage pickup or sitting detention
4th – 5th ½ of a Thursday School
6th – 9th Full Thursday School
10th Meeting with Administration and possible School Attendance Review
 Team (SART) contract

Tardy more than 30 minutes – ½ of a Thursday School
Tardy more than 2 hours – Full Thursday School

**OVER**

**Picking Your Child Up Early From School**

If you have an appointment and your child needs to leave campus during school hours, you must inform the **Attendance Office** BEFORE school on that day. Parents can either call the Attendance Line at **415-897-2114** or send a note with their child that must be dropped off in the Attendance Office. The note must have the reason, date, and time of dismissal and be signed by the parent/guardian. **Classes will not be interrupted for late notification unless it is an emergency.**

**Forgotten Items – Red Table**

If your student has forgotten his or her homework, lunch, planner, or any other item, please place it on the red table in front of the Attendance Office. **Items will not be delivered to classrooms.** Please do not leave items such as whole pizzas, large bottles of soda, or cupcakes, cakes, cookies, etc. intended for groups of students on the red table or bring them to the office. These items are not allowed and will be taken into the office to be picked up after school.

**Independent Study**

Students who know they will be absent from school for five for more days should have their parent or guardian ***contact the Attendance Office at least five school days prior to the absences*** to request an Independent Study contract. Once the Independent Study contract is requested, the Attendance Office will request assignments from teachers. The entire packet will be given to the student the day before their absence. Students will be responsible for completing all the work given to them ***prior*** to their return to school. If completed, the students will receive an excused absence for the days missed. If not, students will receive unexcused absences and be considered truant.