



SOUTH HIGH SCHOOL ATTENDANCE OFFICE POLICIES & PROCEDURES

There are no school or district approved “ditch days.”

Regular attendance is the first requirement for a successful high school experience. Students preparing themselves for their life's work need to regard daily attendance and punctuality as fundamental for later success.

California State Law requires daily school attendance to the age of eighteen unless the California High School Proficiency Test has been passed, or until graduation.

Beginning July 1, 1998, school districts no longer receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family.

We encourage your continued support to promote good school attendance and student achievement. In addition, each absence costs TUSD approximately \$36, and with class size already large, poor attendance will further limit the district's ability to provide effective class sizes.

1. An automated dialing system will call home on all absences of one or more periods daily.
2. **The student must report to the Attendance Office, which opens at 7:30 a.m. daily to submit a parent/legal guardian note for any unverified absences.** The Attendance Office will close at 7:52am. It is the student's personal responsibility to submit his/her note during **non-class** time, within 48 hours of their return to school, or the absence will be changed to “truant”.
 - a. A parent/guardian-signed and dated note (**ink only**) must be brought by the student to the Attendance Office upon return with student's first and last name, I.D. no., reason for absence, and dates of absence. **Please attach any doctor's notes to your note if student has been absent for 5 school days or more.**
 - b. Fifteen (15) absences or a combination of nine (9) absences and 2 (two) trancies in a class may result in withdrawal from the class and loss of credit.
 - c. Five (5) period or full day trancies may result in withdrawal from class and the student may be referred to SARB (School Attendance Review Board). Withdrawal from class means a loss of credits and a lowered GPA. Citizenship may also be affected. Students may also be cited by the Torrance Police for truancy.
 - d. All students who accumulate three (3) or more trancies will not be allowed to attend any dances or school events. In particular, seniors who are truant are at risk of not attending the Prom.
 - e. Students who are absent two (2) or more periods in a day, will not be permitted to participate in after school practice, games or events on the same day. Any exceptions to this (i.e. funeral, other unavoidable

circumstances) must be approved in **ADVANCE** of the absence.

NOTE: Due to COVID-19 concerns, our absent note policy has been temporarily adjusted. Absent notes must be scanned and emailed to SHSattend@tusd.org. Please include student's name, ID#, absence dates, periods missed, reason for absence, and **parent signature**.

OFF-CAMPUS PASSES

An approved Off-Campus Pass must be obtained prior to leaving campus from the Health Office or Attendance Office only or a “truancy” will be issued. Students leaving for “personal or illness” reasons cannot return to school the same day. A note from parent/guardian, after the fact, cannot clear this truant once a student has left campus without obtaining as Off-Campus Pass. Students may be cited by the Torrance Police for truancy.

Note: NO OFF CAMPUS PASSES WILL BE ISSUED DURING FINALS WEEK.

Health Office – If a student becomes ill at school and needs to go home, they must acquire a “Pink Pass” from their teacher to go to the Health Office. The Health Office must contact the parent/guardian before the student can be released. The parent, student and Health Office will determine whether the student will return to class or go home. “Resting” in the Health Office is not permitted.

Attendance Office – A written note (**ink only**) from parent/guardian must be submitted to the Attendance Office before 8:00 a.m. with student's full name, ID#, time leaving, indicating “medical, dental or personal” reasons and two (2) contact phone numbers with parent/guardian name and signature. Students can leave campus and return to school the same day for doctor/dental/DMV/passports **with proof of appointment from the doctor or agency (receipt or stamp on OCP)**. Students must first report to the Attendance Office upon their return and then continue to class.

NOTE: Due to COVID-19 concerns, Off Campus Pass requests must be submitted via email to SHSattend@tusd.org or called in. Please include student's name, ID#, date for OCP, reason for OCP, and parent/guardian contact number. You will receive a phone call to confirm your request.

All Torrance Unified School District high school campuses are “closed” during regular school hours, and students leaving campus without proper approval will be considered truant and cited by TPD.

FINAL EXAMS

All final exams are to be taken as scheduled. **Early final exams will not be given.**

MEDICATIONS ON CAMPUS

TUSD Policy 462 and Education Code 49480 requires parents/guardians of pupils taking medication on campus to notify the school nurse or other designated school employee of the medication, dosage, and the name of the supervising physician. All medication, prescription and over-the-counter, will be kept in the school health office. Health Office hours for medication drop off are from 8:30a.m. – 11:00am and 11:30 a.m. – 2:30 p.m.

TARDY POLICY

This policy operates by the quarter and on a “per class” basis.

First tardy results in verbal notification from the teacher.

Second tardy results in a “tardy slip” signed by the student and a copy given to student to take home.

Third tardy results in a “U” for citizenship in that class for that quarter. A progress report for a “U” is issued and signed by student. Copy is given to the student to take home for parent.

Fourth tardy results in a disciplinary referral to the Counseling Office. Parent is notified of disciplinary referral.

Fifth tardy results in a second disciplinary referral, and possible removal from class and loss of credit. Parent is notified of second disciplinary referral.

NOTE: At the third, fourth, or fifth tardy, the student has the right to appeal to the Assistant Principal in charge of Student Services if circumstances warrant such an appeal. This appeal must be formally presented to the Assistant Principal within three school days of the tardy. First and second tardies may not be appealed. **Students begin each quarter with a “clean slate.”** Those who earned a “U” at the quarter may earn an “S” or “E” at the semester if the tardiness has been resolved, and the teacher feels the student deserves such a mark.

STUDENT PARKING PERMIT POLICY

All students who drive automobiles to school and who park in the lot must obtain a parking permit sticker. Sticker applications may be obtained from the Attendance Office and require a parent/guardian signature. There is a \$2.00 fee per vehicle.

STUDENT LOCKERS

Lockers are issued by the Business Office and are the property of the school and are loaned to the students. Each student is responsible for the condition and contents of his locker at all times. Lockers may be searched periodically for health, safety or maintenance reasons. Students may not share lockers with anyone else. Responsibility of the contents of the locker rests with the student who the locker was issued to.

Gym lockers are provided in the gym locker rooms. Students must provide their own locks and must register their locker with their PE teacher or head coach. We strongly recommend that medium to high quality locks be used, as the least expensive locks

are easily broken open. **Do not share lockers or your combination with other students.**

The school is not responsible for loss of personal belongings due to locker break-ins or student negligence.

DRESS AND GROOMING

All students shall attend school dressed in a manner which is clean, not hazardous to their safety or to the safety of others, and which does not detract from the required educational environment. In keeping with the board policy, students should dress in a manner that is conducive to the educational environment. South High School will continue to support the district practice that only hats of the student’s school be worn unless otherwise approved by the school site administration. Hats without school logo will be confiscated. (See Confiscated Items).

CELL PHONES, IPODS, MP3 PLAYERS, AND OTHER ELECTRONIC DEVICES

Cell phones and electronic devices cannot be “seen, used or heard” in classrooms or anywhere on campus during any class time. Cell phones and other electronic devices may be used only during breaks and lunch outside of the classroom. Any other use will result in confiscation of the device. (See Confiscated Items).

California Ed. Code strictly prohibits the use of any electronic listening or recording device in any classroom without the consent of the teacher and principal. Additionally, it is a violation of the Federal Equal Rights Protection Act to publish images or recordings of any individual without their permission. This includes the posting of unauthorized videos, images or recordings on You Tube, Facebook, Instagram, Snapchat, etc.

HOVERBOARDS AND SKATEBOARDS

Hoverboards and Skateboards are not allowed on campus at any time. Students will not be permitted to carry them on campus or store them in classrooms. There are new skateboard racks in the bicycle lot behind the gym where skateboards only can be locked during the day with a padlock. Students riding skateboards to school should bring a padlock to lock them.

CONFISCATED ITEMS

Confiscated items will be sent to the Attendance Office. The 1st time an item is confiscated the student can pick it up after his/her last period of the day. The 2nd time an item is confiscated, the parent/guardian must come to the Attendance Office to sign for the item and pick it up. Confiscated items remain the responsibility of the student and South High School is not responsible for loss, theft or damage or any confiscated item. A 3rd offense and beyond may result in disciplinary action.

DROP OFFS

Balloons, flowers or gifts will NOT be accepted for students. The Attendance Office will receive lunches, homework or other school related items. The student will NOT be notified when school related items are dropped off in the Attendance Office. Parent/guardian may notify their student of drop offs via text during break or lunch only.

Lunch drop offs via delivery services (Uber Eats, etc.) **WILL NOT BE ACCEPTED AND TURNED AWAY AT THE STUDENT’S EXPENSE.**

