SOUTH HIGH SCHOOL

ATTENDANCE OFFICE POLICIES & PROCEDURES

PLEASE READ

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.

1. An automated dialing system will call home on all absences of one or more periods daily.
2. **Absences must be reported using the SHS Attendance Form.** The form must be submitted from the parent email listed on PowerSchool to be considered valid. The form must be submitted within 48 hours of a student's absence in order to avoid a "truant".

a. If a student has been absent for 5 or more school days, a doctor's note must be uploaded to the form. An upload space has been provided for that purpose.

b. Ten (10) absences, for any reason, may result in being put on an Attendance Contract.

c. Each single period truancy will result in a detention. On the fourth, the student will be assigned a Spartan Saturday.

d. Five (5) period or full day truancies may result in being put on an Attendance Contract and the student may be referred to SARB (School Attendance Review Board). Citizenship grades may be affected.

e. All students who accumulate one or more uncleared truancies will be placed on a hold list and will not be allowed to attend school dances or extracurricular events until they are cleared by the Dean.

f. 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: Absences must be reported using the SHS Absence Form. Only notes sent via a parent/legal guardian approved email address will be accepted. You can access the form using the QR code or the link below.

http://bit.ly/SHSabsenceform

Scan me

OFF-CAMPUS PASSES

An Off-Campus pass must be obtained from the Health Office or the Attendance Office PRIOR to leaving campus. If a student leaves campus without an approved Off-Campus pass, a "Truant" will be issued. A note from parent/legal guardian after the fact, cannot clear this truancy. Students who leave campus for Personal reasons or for Illness may not return to campus that same day.

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 – The SHS Off Campus Pass Form must be submitted before 8:30 a.m. 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 to school.

NOTE: Off Campus Pass requests must be reported using the SHS Off Campus Pass Form. Please submit this form before 8:30 am to allow time to process the request. You will receive a phone call to confirm your request, so please answer your cell phone when we call. Passes need to be picked up before leaving campus.

http://bit.ly/SHSoffcampuspassform

SCAN ME

FINAL EXAMS

All final exams are to be taken as scheduled. **Early final exams will not be given.** No off campus passes will be issued during finals week.

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. – 2:30 p.m.

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 can be cited by TPD.

TARDY POLICY

Our tardy policy operates by the quarter on a "per class" basis. Tardies are recorded in PowerSchool—parents are encouraged to turn on Attendance notifications to receive active communication about tardies. The next morning, students, parents and teachers will receive an email if there has been a tardy in their class.

First/Second tardies: Documented by teacher in PowerSchool, verbal and email communication with student, parent and teacher.

Third tardy: Lunch detention or other corrective action. Email communication with student, parent and teacher.

Fourth tardy: "U" in citizenship for the class for the quarter. Email communication with student, parent and teacher.

Fifth tardy: Tardy contract meeting with administration, student and parent. Email communication with student, parent and teacher.

Six or more tardies: Disciplinary referral in accordance with the tardy contract. Discipline will be communicated and assigned through the dean. Email communication with student, parent and teacher.

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.

In order to "excuse" a tardy, students must have a parent/legal guardian note (or email sent) **at the time of arrival.** This allows our office to timestamp a pass to class. Students arriving late without a parent/legal guardian note (or email) will be issued an unexcused tardy. **An unexcused tardy cannot be cleared after the fact**.

STUDENT PARKING PERMIT POLICY

All students who drive automobiles to school and who park in the student lot must obtain a parking permit. Parking permit applications can be filled out online (please see SHS website).

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

The TUSD Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school guidelines governing student dress and grooming which are consistent with law, board policy, and administrative regulations (BP/AR 5132). In order to maintain a respectful, safe, and supportive learning environment, the following shall apply:

- Shoes shall be worn at all times
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignia which are vulgar, profane, or of a sexual nature, or bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, sexual orientation, or religious intolerance.
- Hoods and sunglasses shall not be worn indoors
- Clothes shall conceal undergarments at all times.
- Swimwear, excessively short skirts/shorts, excessively saggy pants, excessively low cut tops, tube tops, and lingerie are not appropriate school wear.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. Any deviation from acceptable standards of dress, appearance, or cleanliness may result in disciplinary action until said condition is corrected.

CELL PHONES, IPODS, 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 all Social Media platforms.

E-BIKES, BICYCLES AND SKATEBOARDS

E-bikes, bicycles, 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 skateboard racks in the bicycle lot behind the gym where skateboards can be locked during the day with a padlock. Students should bring their own padlock to secure 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/legal 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* **********

Gift items, balloons, and flowers will not be allowed. Lunch drop offs via delivery services (Uber Eats, etc.) **WILL NOT BE ACCEPTED AND WILL BE TURNED AWAY AT THE STUDENT'S EXPENSE.**