



## Attendance Information

### General Information

All students at Westlake High School are expected to be in their assigned classroom with all necessary materials when class begins. It is important that students attend class regularly and on time. Student attendance has a direct correlation with academic performance. Excessive absence from class and failure to complete makeup work may result in a grade of “Fail” for that class.

According to state law, students are expected to attend school regularly until age 18 unless they:

1. Graduate from High School
2. Pass the California High School Proficiency Exam (CHSPE)
3. Obtain (at age 16-17) written parental permission to withdraw due to full-time employment with continuing education in Adult School.

### School-to-Home Communication

Parents will be notified via email and phone call if the student was either absent or late to class. Student attendance information is also available on Q Parent Connect. If you need access to Q Parent Connect, please contact the counseling department. Any time a student receives a Saturday Work Study due to absences/tardies, the parent will be contacted and a copy of the Saturday Work Study assignment will be e-mailed home.

### Absences

Any absences or tardies must be cleared within 3 days. Please call the Attendance Line (805) 373- 1790 to report an absence/tardy. You can call anytime, including weekends. When you call and leave a message, please remember to state clearly the following information:

1. Student’s Name
2. Grade
3. Reason for the absence/tardy
4. Date(s) the student will be absent

### Excused Absence

According to California law, an absence is **excused** when is due to:

- Illness, doctor’s visit, DMV appointment, bereavement, court appointments, and religious observances.
- If it does not fall into these categories, the absence will be verified unexcused.

### Truancies

An absence becomes a truancy when it is not cleared with one of the above listed reasons within 3 days. A student will not receive makeup work or credit for work when an absence is classified as a truancy.

### Partial Day Absences

#### **Arriving Late:**

When a student arrives late to school, a parent or guardian must call the Attendance Office (805) 373-1790. Upon arrival, the student **must** stop by the office obtain a readmit slip.

### **Early Dismissal:**

If a student must leave campus at any time during the school day, a parent/guardian must call the Attendance Office (805) 373-1790 prior to the time of release. **Notes from parents will not be accepted. The student must stop by the office to obtain an early dismissal slip.** Students returning on the same day must report to the Attendance Office to be readmitted to school.

### **Tardy Policy**

Students are expected to be in their assigned classroom with all the necessary materials when class begins. Students arriving more than thirty (30) minutes late will be marked **truant**. Consequences for unexcused tardies are as follows:

- **Three (3) tardies or more in any one class:**
  - Parents notified by letter and/or phone call after each tardy
  - After School Detention assigned
- **Five (5) tardies or more in any one class:**
  - Parents notified by letter and/or phone call
  - Saturday Work Study (SWS) assigned
- **Ten (10) tardies or more in any one class per semester:**
  - Student Conference with the Assistant Principal of Attendance
  - Parents notified by letter and/or phone call
  - Saturday Work Study (SWS) assigned
  - Student may be dropped from the class with a grade of “Fail” and placed in Study Hall
  - Assistant Principal of Attendance will confirm drop/fail.

### **Truancy Policy**

A student is truant who **has been absent from class without permission or has left campus without an early dismissal slip obtained from the office.** Unauthorized departure may result in a Saturday Work Study (SWS) assignment. Students who are truant shall not receive makeup work or credit for work that is due during the time of truancy. Consequences for unexcused truanancies are as follows:

- **Third (3) truancy in one class:**
  - Student Conference with the Assistant Principal of Attendance
  - Parents notified by letter and/or phone call
  - Saturday Work Study (SWS) assigned
- **Seven (7) truanancies in any one class per semester:**
  - Student Conference with the Assistant Principal of Attendance
  - Parents notified by letter and phone call
  - Saturday Work Study (SWS) assigned
  - Student may be dropped from the class with a grade of “Fail” and placed in Study Hall
  - Assistant Principal of Attendance will confirm drop/fail.

### **EIGHTEEN-YEAR-OLD RULES:**

Once a student meets and reviews the Eighteen-year-old Contract with the Assistant Principal of Attendance, the student may call themselves out with the same rules that apply to any parent/guardian.