



Newbury Park High School

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Stephen Lepire
Principal

Dr. Mark W. McLaughlin
Interim Superintendent



Parents/Guardians and Students,

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Consistent daily attendance is a major factor in academic success. NPHS enforces all state and district attendance policies through a progressive disciplinary system which provides consequences for students that are habitually truant or tardy. Our school uses an auto-dialer which calls homes each evening of students who are absent or tardy that day. Also, it is important that you check Q regularly to check the attendance status for all classes.

First, the State of California only recognizes certain reasons for excusing a student's absence (**Ed Codes 46014, 48205, 48980 (k), Board Policy 443**). **Examples of excused reasons include illness, doctor/dentist appointments, and funeral services.** Family vacations, and illnesses of family members are not excused. While it is never our intention to pry into personal family matters, we are bound by state law to ascertain the specific reason for excusing a student's absence from school. Therefore, your request to excuse an absence or tardy may at times be directed to the Assistant Principal of Attendance for final determination. For a full list of excusable absences, please visit www.nphs.org.

For students that have been reported as ill on more than fourteen (14) days during each year, the parent or guardian will be required to provide a doctor's note to excuse future absences due to illness. A letter requesting this documentation will be mailed home for the school site.

Please make a note of the following important points regarding our Attendance Policies:

- 1) A student is marked tardy when arriving to class after the final bell.
- 2) Any student absent from class without parent/guardian notification is deemed truant from that period.
- 3) **ALL ABSENCES must be excused by the parent or guardian WITHIN THREE (3) SCHOOL DAYS, or these absences will revert to truancies.**
- 4) Each full day truancy will result in a Saturday School, **(even if a parent/guardian did not remember to call)**.
- 5) To be eligible to receive an Off-Campus Pass (Available to 11th and 12th graders only) for Quarter 1, students must have a signed parent permission form. Starting Quarter 2, 11th and 12th grade students must have accomplished **all** of the following:
 - earned a 2.0 GPA the previous semester
 - less than 6 truant periods the previous semester
 - no F grades on the previous semester's report card
 - parent signed permission form (must be signed in front of an office staff member)

A completed **Planned Student Absence Notification Form** must be turned in to the office one week prior to any extended absence of 3 or more days except for medical procedures. Even with a planned absence form on file, not all absences will be excused according to CA Education Code. This form is available online at www.nphs.org. A doctor's note must be provided (in advance when possible) for any medical procedure that will result in an extended absence.

Please review the student handbook and the CVUSD Discipline Policy and Procedures manual for additional information. www.CVUSD.org

Please call our attendance office if you have any questions or concerns about the above information. We look forward to another great year at NPHS!