

REDWOOD HIGH SCHOOL

IMPORTANT ATTENDANCE INFORMATION

Redwood High School is dedicated to providing all students with the educational foundation necessary to succeed in school and in life. Daily attendance promotes educational success and helps students build stronger relationships with peers and teachers. Students who are absent or tardy to school are not able to fully engage in the learning process and experience all that high school has to offer. Students with issues related to non-attendance and/or persistent tardiness are of serious concern and will be referred to administration and receive school-based support and/or consequences, such as counseling, school service, loss of privileges or SARB (Student Attendance Review Board) action.

Attendance Procedures

Attendance Hotline (to call your student in sick): (415)945-3679

Attendance (for doctor/dental appointments or questions): (415)945-3624

- All absences must be cleared within 48 hours of the absence. Parents are encouraged to call in the morning of each day that a student is absent so this information can be recorded both accurately and in a timely manner.
- Students arriving late to distance learning must call the Attendance Office.
- Excused absences include:
 - 1.) Personal Illness
 - 2.) Medical or dentist appointment (Parents are encouraged to schedule these parents outside of the school day to avoid students missing class time).

NOTE: The school may request medical verification when the student has ten or more medically excused absences per year. The school is required to document verification of the reason of an absence. In addition to a note or call, a school employee may visit the student's home or use any other reasonable method to establish the fact that the student was actually absent for the reason stated (AR 5113).

- Unexcused absences include:
 - 1.) Family trips
 - 2.) Cutting class
 - 3.) Oversleeping
 - 4.) Car trouble
 - 5.) Missed rides
 - 6.) All absences not cleared within 48 hours of the absence
 - 7.) Suspension
 - 8.) Detainment in Juvenile Hall
- A student is considered tardy when he/she is not in the classroom ready to work when the class begins. A student is considered "unexcused" if he/she arrives to class 10 or more minutes late.

Doctor and Dentist Appointments

If you need to bring your child to a medical appointment, please email the attendance clerk the morning of the appointment indicating the time of departure. The note must be submitted to the Attendance Office before the appointment so we can excuse the absence. Be sure to notify the office in advance about medical appointments may result in a delay in the release of your student.

Attendance Errors

If a student believes they have been marked absent in error, they must communicate this information directly to the teacher involved who will then communicate this information to the Attendance Office.

Warranted Absences

According to BP/AR 5113, a warranted absence **must be requested in writing at least two days prior to the absence**, must be approved by the student's Assistant Principal, and, unless otherwise designated below, signed by the teachers of the classes missed. Any absence that isn't requested in advance and in writing will be considered unexcused. Prior approval may be waived by the principal or designee only under exceptional, unanticipated circumstances. The administrator will consider student attendance patterns, current academic performance and previous requests when approving a request for a warranted absence.

For more information about attendance details, please see the Parent/Student Handbook, pages 3 through 7 and the Redwood High School Addendum to the Handbook, pages 1 and 2.