

ATTENDANCE REGULATIONS

State law requires that the school keep an accurate record of each student's attendance. When a student is absent the school must be notified by phone or note as to the reason for the student's absence.

RE-ADMITTING TO SCHOOL FOLLOWING ABSENCE: When a student has been absent from school, he/she is required to get a re-admit slip. The student must bring a note from home to the Attendance Office before the beginning of school on the day he/she returns to school, or parents may call the Attendance Office (824-2302) and leave voice mail explaining the absence. Absences which have not been cleared within 48 hours will become "cuts" (unexcused).

The notes are placed on file to verify reasons for absence.

It is the parent's responsibility, therefore, to write a note or to call the Attendance Office after each absence, giving the following information:

1. Date of note
2. Student's name, first and last
3. Number of days absent
4. Actual days absent (example: Nov. 1, 2, 2006)
5. Reason (example: dental)
6. Signature of parent or guardian

STUDENTS WITH NOTES WILL BE SERVED FIRST. Students who return to school without a note or cleared by a phone call, will be issued an unexcused absence until cleared. The absence must be cleared or it will be considered a CUT and disciplinary action will be taken.

PERMITS TO LEAVE: West Sonoma County Union High School District has a CLOSED CAMPUS. Once students arrive on campus, they must remain unless a "Permit to Leave" is obtained from the Attendance Office.

Procedure:

1. Students must obtain a "Permit to Leave" **before** they leave school.
2. A "Permit to Leave" will be issued only if the student brings a note signed by the parent or guardian stating the reason the student is to leave school. A telephone call or personal contact by a parent will also be acceptable.
3. **Failure to obtain a "Permit to Leave" will constitute a "CUT".**
4. Upon the student's return to school he/she must report to the Attendance Office and receive a re-admit to class.