

BONITA VISTA HIGH SCHOOL

HOW DO I TAKE ATTENDANCE???

Improvement of student attendance is district **Student Achievement Goal #14**. Therefore, improved classroom attendance continues to be an important school wide goal. Please reinforce with your students the benefits of being in class every day.

In order to meet this goal, it is **critical** that you take accurate attendance in your classes every day and every period.

1. Each week, you will be provided preprinted Scantrons, which have perforated strips for each day of the week. The Scantron will list all of your students, alphabetically, for the period indicated. Commencing with the day indicated on the form, absences and tardies are marked on the strip for the appropriate day of the week.
2. **Using only a number two pencil**, mark the "A" column if the student is absent. Mark the "T" if the student is tardy. If a student arrives after you have marked him/her absent, mark the "T" column **also**. A tardy mark will supersede an absence mark. Therefore, there is no need to erase the absence mark.
3. Care must be taken to mark the absence or tardy on the same line on which the student's name is printed. Check the line numbers at the left of the student number column to be sure that the absence or tardy is marked on the same line number on the strip.
4. Do not mutilate the Scantrons! This means no stray pencil marks, staples, folds, tape, white out, etc.
5. If a student has been dropped from the class, with proof – **do not** mark the absence or tardy. If they continue to show up on your Scantron after a couple of weeks, please notify the attendance office or the counselor.
6. If a student is not printed on the scan sheet, **do not write in the name** on the Scantron. Using a paper clip, please attach a **Period Attendance Add Form** to the Scantron.
7. After you have taken attendance, place the Scantron on the clip by the door in your classroom. Attendance Student Aides will pick it up towards the end of the period. Please look for student' Attendance Office Badge. No other students are allowed to pick up attendance.
8. The Scantron must be turned into the attendance office **EVERY PERIOD** of the school day, regardless of weather or not there are absences or tardies! Do not use an unused Scantron from a previous week or day, i.e. Monday's strip cannot be used on Tuesday.

**SATURDAY PRIVILEGE RECOVERY PROGRAM
(SPRP)**

Students will have the opportunity to sign up or be assigned by the administration, to attend SPRP. Students can use this program for the following:

- Attending all 4 hours, clears 8 tardies. You must attend all 4 hours per session.
- A maximum of 16 tardies can be cleared in a six week grading period.
- By clearing tardies, student's name may be recovered from the Non-Privilege List.
- Teachers can send students to SPRP to clear tardies if they don't attend their classroom detention
- You **CANNOT** attend Saturday School and SPRP at the same time.

Truancy sweeps are conducted periodically by the Chula Vista Police Department. Students that are not in school may be arrested and fined for truancy.

NOTICE

9.09.050A CVMC (Chula Vista Municipal Code)

Juvenile, school-age students not in school or home between 8:30 a.m. and 1:30 p.m. are subject to citation and return to school for the first offense. On a second offense, parents can be cited.

TARDY POLICY

The intent of this tardy procedure is to hold students accountable for being late to class because tardiness is disruptive to the educational process. We also understand the reality of students and parents being late **SOMETIMES**.

1. Teachers will review their classroom tardy policy in the beginning the semester via their class syllabus.
1. Teachers may hold after school detention in their classrooms to make up tardies. **OR** students can attend SPRP to clear up to 16 tardies per grading period.
2. Parents **CANNOT** clear Lates. If it is "your fault" that your child is late, your child will have to deal with the consequences.
3. All school staff will conduct periodic Tardy Sweeps. Tardy Sweep students will be assigned a lunch detention.
4. Work is not an excuse for missing teacher detentions or SPRP.
5. If a student is receiving multiple teacher detentions from different teachers, this is a more serious problem and the Assistant Principals will intervene at teacher's request.
6. Students who have 6 Lates (L) or more to Period 1, in a six week grading period, may be reassigned to start school Period 2.
7. Students who fail to clear tardies by the first grading period will be placed on the Non-Privilege List.
8. Following are the guidelines for tardies and consequences that affect citizenship grades. .

Grading Guidelines

	<u>6 Weeks</u>	<u>12 Weeks</u>	<u>18 Weeks</u>
A	1	2	3
B	2	3	4
C	3	5	6
D	4	7	8
F	5	9	10

MONITORING ATTENDANCE

1. **Every Tuesday afternoon teachers will receive a PAS218 attendance report. (Sample attached)**
 - a. Updated student cumulative attendance report, listing absences and tardies.
 - b. Full day absences are enclosed by square brackets “[]”.
 - c. Period absences that are not part of any all day absence are enclosed by angle brackets “< >”.
 - d. **“T”'s and “V”'s are combined on the T/V column of the report.**

2. **Teachers, on a weekly basis are required to:**
 - a. Post reports for students to see.
 - b. Highlight excessive absences.
 - c. Remind students to clear unresolved full day absences by parent call or blue slip.
 - d. Have a supply of blue slips available for students.

3. **Clear Unverified Absences –“T”'s**
 - a. Student may drop off a blue slip before or after school, between classes or during Lunch/Nutrition Break at the attendance office.

4. **Off-campus procedures:**
 - a. Students drop off their request to leave campus at the attendance office. (**Do not** place on attendance clip, it must be brought up to the office)
 - b. The off-campus pass will be sent to the student via an attendance office aide.
 - c. Students will show the pass to their teacher to verify school permission to leave class.
 - d. Teachers are not required to sign the pass upon the return of the student to class.

5. **Field Trips/Athletics/Other School Activity:**
 - a. Teacher advisors/and/or coaches must provide a list of those students anticipated to attend to Mrs. Arringdale **prior** to the activity. They will be cleared ahead of time so that phone calls will not be made home by the Accuvoice Calling Machine. If students report that they did get a phone call It should be cleared by the next day.
 - b. After the activity, please submit a list of those students who did **NOT** attend so that their attendance can be updated.
 - c. Teacher advisors/and/or coaches must provide a list of those students anticipated to attend to **ALL FACULTY** prior to the activity. Be considerate of your colleagues! This can be done via the Daily Bulletin or a list in teacher's mailboxes.

6. Computers are available in the staff lounge (Room 206) for reviewing student attendance records.

7. **Independent Study:**
 - a. Students who are going to be absent for 5-15 days, will pick up an Independent Study Contract from the Attendance Office.

- b. They will collect all the work they will miss from their teachers and have them sign the contract. Also, the A.P. in charge of attendance must sign it before the student leaves. All teachers must sign the contract to collect ADA.
- c. Upon return, students will meet with the designated A.P. to present the completed work. If teachers don't give students work, then we cannot collect ADA. Assignments must be done when student is not in school, NOT when they return.
- d. The attendance clerk will record days on I.S..

