

Attendance

TRUANCIES

Truancy is defined as:

- Students who are off campus or out of class without permission.
- Unexcused absence.
- Students with a pass out of class who stay past permitted time.
- Arriving to school late without a parent note / reason.
- Students who are late to class during the day without a valid pass, who are not arriving to school for the first time in that day.

The Hemet Unified School District Board of Education desires to emphasize the importance of school attendance. The following will occur at each benchmark:

****Truancy citations can and will be issued by Tahquitz High School’s Resource Officer and/or Hemet Police Department. Periodic truancy sweeps will be held throughout the school year, and citations will be issued. A fine of \$350 may be imposed by the court.****

Unverified Absences	Unexcused Absences	Excused Absences	School Action	Parent Action
1	1	1	Automated Call Home	Call Attendance Office with reason for absence
3	7	7	Notification to parent via letter sent home in the mail	Call Attendance Office with reason for absence or provide doctor note; Warning for excessive
6	11	11	Conference with student, administration, counselor (SART)	Meet with SART Team (School and District) at School
NA	NA	14	Medical Verification Letter	Drop off doctor notes in the Attendance Office
12+	12+	12+	School Attendance Review Board (SARB) Referral	Meet with SARB Team (School Review Board) at District

TARDY POLICY

Students are expected to be in class before the tardy bell each period. Students have eight (8) minutes between classes, which is ample time to arrive on time. See Code of Conduct for more information on the tardy policy.

15/10 RULE

The 15/10 Rule requires all students to be in class the first 15 minutes of every class and the concluding 10 minutes of class (barring medical emergency). This ensures the safety and security of the campus as well as promotes maximum use of instructional time for students. Students are given ample time between classes to use the bathroom facilities. Students who have special circumstances will be permitted to handle their duties through the nurse’s office.

ADULT STUDENT (18 YEAR OLD)

The parent/guardian has the option to sign the form:

“18-Year Old Assuming Legal Duties and Responsibilities for Attendance”

The form must be signed by the parent/guardian in the presence of an administrator with proper identification. This form cannot be taken home as the parent has to speak to an administrator. If the form is signed then it will be the responsibility of the student to verify any future tardiness, absences, and early releases. If the form is not signed then it will remain the responsibility of the parent to verify tardies, absences, check the student out for early releases and to have the student come to school punctually.