

Dear Parent /Guardian:

The following information is regarding attendance and discipline polices at Redlands High School. Please feel free to call the school for additional information and clarification.

DUTIES AND RESPONSIBILITIES OF STUDENTS
Of Redlands Unified School District

The Education Code and California Administrative Code set forth the duties and responsibilities of students concerning their attendance in the public schools. As a matter of law, the admittance to and the continued attendance in the public school is a privilege dependent upon compliance with the laws of the State of California, the rules and Regulations of the State Board of Education, and the Rules and Regulations of the Redlands Unified School District. It follows that when a pupil does not comply with the law and rules, the privilege of attending school may be revoked. A student's failure to comply and perform duties and responsibilities as listed below constitutes misconduct, and such a student is subject to disciplinary proceedings, including suspension or expulsion.

Each student's duties and responsibilities are as follows:

1. Comply with the rules and regulations of the Redlands Unified School District.
2. Pursue the required course of study.
3. Conform to the authority of the teachers of the school (EC 48908).
4. Display proper conduct in the educational setting.
5. Abstain from gambling, card playing, immorality, profanity, providing, possessing, or using dangerous drugs, narcotics, or intoxicating liquors.
6. Refrain from defacing, damaging, or destroying school property.
7. Exhibit good citizenship and sportsmanship at all times.
8. Perform in a manner consistent with the student's individual ability and grade level.
9. Cooperate with teachers.
10. Be regular and punctual in attendance.
11. Refrain from disrupting, interfering, or making it difficult for other students to gain an education.

GENERAL CAMPUS RULES OF REDLANDS HIGH SCHOOL

1. Students will not be out of class without a valid pass during the class period.
2. Students will not ride their mopeds, bicycles, skateboards, etc. on campus. Skateboards may only be stored in provided lockers. Please see Ms. Regalado in North Campus office.
3. **Students will not use** iPods, pagers, and cellular phones **during instructional hours.**
4. Students will not bring CD players, tape players, MP3 players, or laser pointers on campus.
5. Students will abide by published RHS student dress code.
6. Students who have less than 6 class periods shall leave campus immediately after their last class or assemble in the Terrier Hall patio area.
7. Students will maintain a clean campus at all times.
8. **Students are to carry I.D. cards with them at all times.**

RHS students who do not comply with school rules and regulations will be referred to school administrators and counselors for disciplinary action as designated in the RHS Attendance and Discipline Handbook.

STATEMENT REGARDING SCHOOL LIABILITY WHEN PUPILS ARE NOT ONSCHOOL PROPERTY AND/OR OTHER TIMES WHEN STUDENTS ARE NOT ONSCHOOL PROPERTY (CALIFORNIA EDUCATION CODE 44808)

Educational Code 44808:

Notwithstanding any other provision of this code, no school district, city or county board of education, county superintendent of schools, or any officer or employee of such district or board shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property, unless such district, board or person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school, has otherwise specifically assumed such responsibility or liability or has failed to exercise reasonable care under the circumstances.

In the event of such a specific undertaking, the district, board or person shall be liable or responsible for the conduct or safety of any pupil only while such pupil is or should be under the immediate and direct supervision of any employee of such district or board.

ASSISTANT PRINCIPALS FOR ATTENDANCE AND DISCIPLINE

School of Public Services	Gayle Dockham	South Campus Administration Office
School of Arts & Industry	Carli Norris	South Campus Administration Office
School of Enterprise	Chris Ruhm	North Campus Office, Rm. 441

COUNSELORS

Mrs. Linda Davenport	Ms. Dennise Kennedy
Mrs. Kim Elgin	Mrs. Sherry Walsh
Mr. Luis Chanure	Mrs. Vaughn Kusko

REDLANDS HIGH SCHOOL ATTENDANCE OFFICE INFORMATION

Attendance is the most fundamental building block for success in high school. Because parental support is essential in the maintenance of accurate attendance records, we request that you familiarize yourself with the following procedures and review them with your student.

All legitimate student absences must be cleared by a parent/guardian. These clearances must be accomplished by submitting the following:

- A. A note prepared and signed by a parent/guardian and turned into the Attendance Office. The note **must** include the **exact dates, period(s)** of absence and indicate the **reason** for the absence.

OR

- B. A telephone call from a parent /guardian to the Attendance Office indicating the **exact dates, period(s) of absence** and the **reason for the absence**.

REMEMBER: ALL ABSENCES MUST BE CLEARED WITHIN 2 SCHOOL DAYS OF A STUDENT'S RETURN TO SCHOOL - WEEKENDS & HOLIDAYS EXCLUDED.

Notes are to be turned into the Attendance Office before school, during lunch, after school or during any period when a student is not enrolled in a class. **All students arriving late to school during 1st period must be walked to attendance by parent in order to receive a pass to class.** Telephone calls may be made to the Attendance Office using the following numbers:

307-5500 – 7:00 am to 4:00 pm (Main Switchboard)

307-5510 – 24 hour line (recorder responds 3:30 pm – 7:00 am in the Attendance Office)

307-5511 – 7:00 am to 3:30 pm (Attendance Office only)

Most Important: Absences not cleared within the 48 hour time period are considered to be unexcused (Truant) and may result in disciplinary action against a student.

NOTE: All absences must be cleared by Attendance Office personnel in the Attendance Office. Calls to other offices relative to attendance are not recorded and will not suffice to clear an absence.

To assist parents in keeping informed of student absences, an automatic calling system makes daily calls to the home of students who are marked absent for any period during the day unless that absence has been previously cleared. If you have any questions regarding your student's attendance, please call the Attendance Office. We hope this information will be of value to you during the coming year.

The school may take disciplinary action against students for any infraction related to school attendance that occurs at any time including, but not limited to, the following:

While on school grounds, while going to or from school, during lunch, or during or while going to or from a school activity.

Actions taken for school-related infractions may include: a warning, detention, after school detention/campus service, on campus suspension, home suspension, loss of privilege to attend school activities (including dances), referral to an alternative education program, the Student Attendance Review Team (S.A.R.T.) the School Attendance Review Board (S.A.R.B.), expulsion recommendation and/or involvement of local law enforcement agencies as appropriate.

CHECK-OUT PROCEDURES FOR LEAVING SCHOOL DURING THE SCHOOL DAY

1. Students may leave school during the regular school day for compelling reasons only.
2. To check out of school during or between classes, the student **must** have a written parent note preceded by a phone call to the attendance office by the parent/guardian verifying the reason for leaving school early.
3. Once verification is complete, the attendance office clerk will issue an off-campus pass so the student can leave campus.
4. If a student becomes ill, check out must be made through the health office.
5. After contact with a parent/guardian is made and permission given, student will be issued an off campus pass from the health clerk.

CONSEQUENCES FOR ABSENCES

When a student returns following an absence, the Attendance Office must be notified within 48 hours (not including weekends and holidays) by means of a parent/guardian note or telephone call stating the reason for the absence. Students may turn in notes to the Attendance Office before school, during lunch or after school.

Failure to clear an absence with a legitimate reason within the 48 hours will result in a truancy being marked on the student's attendance record.

Using forged notes or making unauthorized telephone calls to clear absences or excusing a student from school will be cause for disciplinary action and possible suspension from school.

FULL DAY TRUANCY

1. For each full day truancy (4 or more unexcused periods per day), the Assistant Principal or designee may assign after school campus Service. A student may be issued a citation by the RPD if found loitering **on or off** campus during school hours.

2. Repeat violations will result in additional consequences which may include:
 - (a) Additional Campus Service, and additional citation
 - (b) On Campus Suspension
 - (c) Loss of privilege to attend school activities, including athletics and dances.
 - (d) At Home Suspension
 - (e) Referral to School Attendance Review Team **(SART)**
 - (f) Referral to School Attendance Review Board **(SARB)**
 - (g) Referral to an Alternative Education Program

CLASS CUTS

If a student does not report to Terrier Detainment within 10 minutes of the late bell (or to class with a valid hall pass) the absence will be recorded as a class cut. At 15 cumulative class cuts, the parent will receive an attendance-warning letter indicating continuing attendance violations and the student may be assigned After School Detention (45 min). At 30 cumulative class cuts, letter #2 will be mailed and the student may be assigned Campus Service (2hrs). At 45 cumulative class cuts each semester from one or more of his/her classes, the student will be referred to a SART meeting and possibly an alternative education program.

TARDIES

Please see Tardy Policy document.

NOTIFICATIONS

- ✓ The automated caller will phone the homes of all students who are absent one period or more during the day.
- ✓ Parents will be notified by phone or written document if a student is tardy to class.
- ✓ Parents are notified of class cuts when students are assigned After School Detention or Campus Service, by the attendance warning letters and the auto-dialer.
- ✓ Attendance Letters will be mailed home at the following intervals:
 - Letter 1: 15 unexcused period absences (total class cuts or three full days of truancy)
 - Letter 2: 30 unexcused period absences (total class cuts or six full days of truancy)
 - Letter 3: 45 UNEXCUSED PERIOD ABSENCES (total class cuts or nine full days of truancy)
- ✓ Parents will be notified by phone, email or written note home, 24 hours in advance of any after school detention or Campus Service assignment.

Notes:

- Students who do not attend Lunch Detention, After School Detention, or After School Campus Service, when assigned may be assigned a full day of On Campus Suspension. Students will need to arrange to make up for missed classroom assignments.
- Teachers have the option of imposing consequences within the guidelines of the school policy for class cuts. The consequence will be outlined in their course Curriculum Paper. Curriculum Papers will be distributed to each student at the beginning of the course.

Sincerely,

Chris Ruhm
Assistant Principal
Attendance and Discipline