

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 must be kept in a student's assigned locker when on campus. Please go to the NC Office for additional information.
3. **Students will not use cellular phones during instructional time.**
4. Students will not bring 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 do their part to maintain a clean campus at all times.
8. **Students are always 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 their school counselor for counseling and/or to a school administrator 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
School of Arts & Industry
School of Enterprise

Gayle Dockham
Vincent Gutierrez
James Benanti

South Campus Administration Office
South Campus Administration Office
North Campus Office, Rm. 441

COUNSELORS

Mr. Luis Chanure
Mrs. Kim Elgin
Mrs. Dennise Kennedy

Mrs. Sherry Walsh

Mrs. Vaughan Kusko
Mr. Ruben Montero
Mrs. Maria Magana-Saenz

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 go to the attendance office 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 4:30 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/tardy 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.

AERIES PARENT PORTAL: With an Aeries Parent portal, you and your student can easily access and share real-time information, increasing communication between you and the school. Through an Aeries Parent Portal, you can:

- View updated attendance information
- Stay up-to-date with assignments and grades
- Update your student's authorizations, download the student handbook, and update contacts.

The Student Profile will provide you with a comprehensive view of your child's progress.

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

TARDIES

1. Within the 9-minute passing period a 2-minute warning bell will ring. Students will not be admitted to class after the last bell without a valid hall pass. Students who are late to class must report to Terrier Detainment and remain there for the entire period.
2. The absence will be approved, but students must arrange for missed classroom assignments and tests with the teacher. Teachers will notify students of their policies for missing classroom participation. Individual teacher policies may vary.
3. Excessive Terrier Detainment visits are unacceptable. Parents will be contacted regarding student tardiness. Students will be assigned Lunch Detentions, After School Detention (45 mins.), After School Campus Service (1 hour). On Campus Suspension, or a formal suspension from school for repeated tardies. Consequences will become more severe as the number of tardies continues to accrue.
4. All students tardy to first period will be required to have a parent walk them to the attendance office to clear the tardy and receive a pass to class or they will be directed to Terrier Detainment.

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.
- ✓ **Parents are encouraged to check their student's attendance daily via their Aeries Parent Portal account.**

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,

Gayle Dockham
Assistant Principal

Vincent Gutierrez
Assistant Principal

James Benanti
Assistant Principal

Gayle Dockham

Vincent Gutierrez

James Benanti