

**Aquinas High School**  
*Reasons for Excused Absences and Tardies*

1. Personal illness (Doctor's note and verification required after three days or more)
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric, or chiropractic services rendered appointment (Requires a doctor's note).
4. For the purpose of attending the funeral services of a member of the immediate family (Limited to one day in the state and 3 days out of state)
5. Personal court appearance (requires verification)
6. Exclusion for medical reasons (not to exceed 5 school days)
7. Observance of a religious holiday or ceremony. (Recommend 3 days advance notice)
8. Prior Principal's approval (at Principal's discretion)

**The following ARE NOT ACCEPTABLE reasons for being absent or tardy from school.**

1. Going to work with a parent or other family member
2. Taking a stress break
3. Going to medical appointments with siblings.
4. Baby-sitting, taking care of other family members.
5. Going on vacation
6. Personal problems
7. Hair appointment
8. Waiting for the repair of a car.
9. Waiting for service or repair people to arrive.
10. Any other reason not included in acceptable Reasons above.

**Procedure For Returning To School After Absence:** Aquinas is required to keep on file a note **signed by a parent/guardian for every student absence. An appropriate note will include:**

- the date(s) of absence
- the student's name
- a specific reason for absence
- a legible parent/guardian signature

When the student returns to campus he/she should bring a note from his/her parent. Any student who is absent for medical, dental or other professional services must present a note the following day before 7:40 a.m. to the Attendance Office directly from the respective provider's office. Failure to bring a written excuse upon returning to school, will result in a warning. Detentions will be given for subsequent delays.

**Aquinas High School**  
*2772 Sterling Ave.*  
*San Bernardino, CA*



## **Parent/Student Guide to Understanding the Attendance Policies**

*Aquinas High School is committed to providing students with an academic environment that is free from harassment*

## San Bernardino Diocesan Attendance Policy

### 5113.1 STUDENT ABSENTEEISM

The State of California provides by law for compulsory school attendance by all children between the ages of six and eighteen unless subject to a stated exemption.

The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student.

A written excuse dated and signed by the parent or guardian is required on the day of the student's return following an absence.

Excused absences are determined by local school policy. Students who are absent 20 or more days per semester or 13 or more days per "trimester" without a doctor's excuse or other comparable professional excuse, may be asked to withdraw from the school, receive a failing grade in the affected classes, or be retained. The final decision is made by the local administration in all cases

With the approval of Office of Catholic Schools, individual schools may, within reason, establish a maximum number of absence days which may be less than the designated 20 days per semester or 13 days per trimester.

All schools shall establish written and approved absenteeism limits for students which will be part of their school handbook and policies.

### Aquinas High School Parent/Student Handbook

**Page 16 Expectations and Hours:** California state law and Aquinas High School require regular and punctual attendance at school.... If a student is absent more than 30 days for a year course or more than 15 days for a semester course, he/she may receive no credit in that course. Students who exceed the allowed absences may be required to meet with the Principal or his designee to petition formally for credit. No credit will be given for those courses until the petition process has been completed and approved.

**Page 7 Attendance Affecting Grades:** Any student who misses 8 days in a quarter will drop a letter grade in each course affected by attendance. Any student who misses 15 days in a semester or 30 days in a school year may fail the course. These absences include both excused and unexcused absences. However, school related absences are exempt from this policy. For the purposes of grading, 3 unexcused tardies (UT) equal 1 unexcused absence.

**Page 16 Consequences for Unexcused Tardies:** Excessive tardiness greatly interrupts the educational process at Aquinas High School, and our number one priority is to ensure that students get the best education available to them. Every effort is made by the Attendance Office to understand and cooperate with parents in matters of excessive tardies. The consequences for unexcused tardies are as follows:

1. First (1<sup>st</sup>) and Second (2<sup>nd</sup>) unexcused tardy- Warning
2. Third (3<sup>rd</sup>) unexcused tardy- Letter sent home
3. Fourth (4<sup>th</sup>) unexcused tardy- Final warning
4. Fifth (5<sup>th</sup>) unexcused tardy- Mandatory Saturday Detention
5. Eighth (8<sup>th</sup>) unexcused tardy- On-Campus Suspension
6. Tenth (10<sup>th</sup>) and beyond unexcused tardy- Off-Campus Suspension and Attendance Review Board.
7. Twelfth (12<sup>th</sup>) unexcused tardy-No Class Credit

This progression of unexcused tardies will be wiped clean at the end of the first semester and begun anew on the first day of the second semester.

### California State Education Code Sec. 48260

**48260.** (a) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school