MAKE UP WORK GUIDELINES
➢ It is the student’s responsibility to secure assignments when absent.
➢ When absent, students should check the web site to secure missed assignments. Parents can request that work be left in Attendance for pick up.
➢ For absences shorter than three days, a student will have three days after returning to school to make up any work that was assigned and completed during the absence.
➢ For absences three days or longer, the student will have the number of days missed plus one day to make up any work that was assigned and completed on the day was absent.
➢ If a student is absent for a review day before a test is given and returns to school on the test day, he/she must take the test on the day he/she returns as long as the test was announced in advance.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES
➢ Students who are ill and unable to attend school on the day of an athletic or extracurricular activity will not be permitted to participate on that date.
➢ Students involved in extracurricular and athletic activities are expected to arrive at school on time and remain in school for the entire day. An administrator must approve any exceptions to this policy.
➢ The policy shall be whatever percent of the day a student misses; he/she will not participate in that same percent of time in the extracurricular activity.
➢ Any student missing four or more periods will not be allowed to participate in that day’s activity.
➢ NOTE: Students are not allowed to participate in any athletic practice session, contest, game, rehearsal, or performance on the day of an ISS assignment.

TARDY TO CLASS
➢ Students who arrive late to class (including 1st period) during the first 10 minutes will be assigned one detention to be served the next scheduled day (Monday, Tuesday, Wednesday, Thursday or Friday).
➢ Students who arrive to class more than 10 minutes late will be referred to Administrator via office referral (see SKIPPING CLASS).
➢ If a student is tardy to three classes on one school day, he/she will receive three separate days of detention.
➢ Students who are habitually tardy will receive an office referral from their grade-level administrator and receive additional consequences.

SKIPPING CLASS
➢ Skipping Class/School – Any student who is absent from class, or more than 10 minutes late to class, for an unacceptable reason is considered to be skipping and the absence is unexcused. Lunch and directed studies are considered class periods. The penalty for skipping will result in Friday School or ISS and/or loss of parking privileges.
➢ Parking passes will be taken for 2 weeks if students leave the campus using their vehicle. Seniors are reminded that any type of suspension means a loss of exam exemptions.
➢ Students who are absent, or have checked out early, may not return to school without checking in through the Attendance Office. Students found in the school without complying with the above procedure will be considered skipping and consequences will follow.
➢ Senior Skip Day is not allowed. If an abundance of seniors are absent on the same day, a doctor’s note shall be required the following day of school. If a note is not presented to the attendance office then appropriate consequences for skipping may apply.

RESPONDING TO PASSES
➢ If you receive a pass to report to a school official (counselor, attendance, or administrator) OR are sent to a school official by another staff member, you must report promptly.

DRIVER’S PERMIT / MOTOR VEHICLE LICENSE
➢ In order to get a driving permit the student must have a compulsory attendance letter from the Attendance Office that verifies the criteria below.
➢ A TWO-DAY TURNAROUND IS REQUIRED, so please plan accordingly. Immediate request for compulsory attendance forms will not be honored as the school population is too large to honor this request.
➢ Students must be enrolled and making a passing grade in at least three full unit subjects at the conclusion of any regular school semester.
➢ Students must not have accumulated more than ten (10) consecutive or fifteen (15) total unexcused absences during any semester.
➢ Please note that driver’s permits and licenses will be revoke if the above criteria are not maintained.