

## ATTENDANCE AND TARDIES

Unless absence is because of illness, medical appointment, serious illness, or death of an immediate family member, students should be in school. Parents and guardians should call the school at (909) 984-6411 prior to 10:00 a.m. on the day of the student's absence. If an absence is not cleared prior to the student returning to school, the student **MUST** bring a note signed by the parent or guardian reporting the reason for the absence. Any absence, unless cleared by phone or a note will be considered as truancy.

**NOTE: If you are leaving town for a week or more, a request for an Independent Study contract is required. The Independent Study contract needs to be filed a minimum of four days prior to the time you leave on your trip. See the School's Attendance Clerk, in the main office, for the forms and further information.**

Truancies, chronic tardies, and/or chronic absences will be referred to the School Attendance Review Board and then, if needed, to the District's Attendance Review Panel.

## Student Emergency Information

Student emergency cards are required for all students. Students without completed cards on file may be excluded from school until the emergency card is completed and on file in the school office. **It is important that parents report any change of information to the school office as soon as possible.** The office must have the student's correct address and parent's home and business phone numbers in case of an emergency and to insure that grading and other information is sent to parents correctly. **Contact the Attendance Clerk regarding changes in information.**