

ATTENDANCE REGULATIONS

State law requires that the school keep an accurate record of each student's attendance. When a student is absent, the school must be notified by phone or note as to the reason for the student's absence.

RE-ADMITTING TO SCHOOL FOLLOWING ABSENCE: The student must bring a note from home to the Attendance Office before the beginning of school on the day he/she returns to school, or parents may call the Attendance Office at 824-2302 and leave a voice mail explaining the absence. Absences which have not been cleared within 5 days will be recorded as unexcused. Unexcused absences can be subject to disciplinary action.

It is the parent's responsibility, therefore, to write a note or call the Attendance Office after each absence, giving the following information:

1. Date of note
2. Student's name, first and last
3. Number of days absent
4. Actual days absent (ie: Nov. 1, 2, 2008)
5. Reason (ie: dental appointment)
6. Signature of parent or guardian

PERMITS TO LEAVE: West Sonoma County Union High School District has a CLOSED CAMPUS Policy. Once students arrive on campus, they must remain unless a "Permit to Leave" is obtained from the Attendance Office or the Health Tech Office.

Procedure:

1. Students must obtain a "Permit to Leave" **before** they leave school.
2. A "Permit to Leave" will be issued only if the student brings a note signed by the parent or guardian stating the reason the student is to leave school. A telephone call or personal contact by a parent will also be acceptable.
3. Students who need to leave during school day due to illness should report to the Health Tech's office and obtain a "Permit to Leave" from the Health Tech.
4. Upon the student's return to school, he/she must report to the Attendance Office and receive a pass to class.
5. **Failure to obtain a "Permit to Leave" will constitute a "CUT".**