



**San Juan High School
Policy Acknowledgment
2019-2020**

Student Name (Print) _____ **Date of Birth** _____
Last First Middle

Grade In School (Circle one) 9 10 11 12

We have received and read:

1. Middle School/High School Attendance Notification

_____ My initials indicate that I have read and understand the School Attendance Notification Form

2. 2019-2020 Media/Videotaping Release Form

_____ My initials indicate that I have read and understand the Media/Videotaping Release Form and that I give permission to have my child photographed and/or videotaped and/or interviewed during the course of this school year as outlined in the information given.

2019-2020 Guidelines for Suspension and/or Expulsion as approved by the SJUSD Board of Education

_____/_____ Our initials (parent/guardian and Student) indicate that we have accessed the SJUSD website (www.sanjuan.edu), and that we have read, understand and accept the 2019-2020 Guidelines for Suspension and/or Expulsion. I understand the necessity for my student to know and to be held accountable for these rules. Failure to comply with District and school rules may result in a parent conference, detention, suspension, expulsion, or referral to alternative education.

_____ Please provide me with a hard copy of the 2019-2020 Guidelines for Suspension and/or Expulsion.

_____/_____ Our initials indicate that we have received a hard copy of the 2019-2020 Guidelines for Suspension and or Expulsion.

Signature of Parent/Guardian

Date

Signature of Student

Date



SAN JUAN HIGH SCHOOL
Media/Videotaping Release Form
2019-2020

During the course of the school year, district employees, students' representatives, and/or local and national media representatives may be on campus to film or take photographs of teaching and learning. The purpose of the videotaping and photographs will be to document a lesson to be shown to teachers and education colleagues at an upcoming professional development conference, a conference for principals, as a part of instructional tape for teachers, or to celebrate our academic programs and achievements for local television broadcast.

It is not a tool to evaluate your child; rather, a tool to evaluate and model instructional strategies for teachers. It is possible excerpts of a videotape or photographs may be used in the district's publications, on bulletin boards, in slide shows, promo videos, and also be made available to teachers, outside of a conference or training session. We value your child's participation in this videotaping or photographs, and ask for your permission to include him/her in the project.

Emergency Card Form Information

Families with e-mail addresses on file will receive one e-mail per student in July inviting them to update emergency card information. The provided link will take parents/guardians to that student's information and updates can be made to emergency contacts and health information. The requirement to update the emergency card will be met upon successful submission of the online form.

Families without an e-mail address on file will be able to access a blank copy of the online form at www.sanjuan.edu/emergencycard and complete all information. Forms completed via this method will be sent to school sites for verification before being final and meeting the requirement to update the emergency card.

Families can, also, retrieve blank hard copies to complete at the San Juan attendance office.

PLEASE RETURN in the packet at Orientation

- Attendance Notification
- Policy Acknowledgement form and Media/Video Release
- Family Volunteer Survey
- Course Request



San Juan Unified School District

3700 Garfield Ave. Carmichael, CA 95608

MIDDLE SCHOOL/HIGH SCHOOL ATTENDANCE NOTIFICATION

For more information see pages 31-33 in the Parent Handbook

Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Chronic absenteeism is defined as missing 10 percent or more of the school year which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused. Truancy refers to unexcused absences and connotes inappropriate student behavior.

Below are the District's policies and procedures for providing notification of a student's absences to the school. Please review and follow the reporting procedures. Please sign and return this document as directed by your student's school.

1. REPORTING ABSENCES:

- Student safety will always remain our number one concern, so always notify the Attendance Office 24 hour line when your child will not be at school.

2. CLEARING ABSENCES:

- Parents must clear all absences within 5 school days.
- To clear your child's absence call the automated attendance number. This line is available 24 hours a day. A Parent can also send a note with their child, or email the school.
- If you do not notify the school of your child's absence the school will contact you to clear your child's absence. You need to respond to the school's request/communication in order to clear your child's absence.
- If an absence is not cleared within 5 days it will be recorded as a cut.

• **Verification of Illness:**

San Juan Unified School District allows each parent to excuse up to 10 days without verification of illness from a medical professional or school employee. Anytime your child has a doctor's appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

3. LEGALLY EXCUSED ABSENCES

- Illness
 - **The District allows 10 days (or the equivalent number of periods) of 'all day' illness without doctor's verification. Absences after that will be recorded as unexcused.**
 - **Thus whenever you have a doctor's verification it should be submitted.**
- Quarantine under the direction of a county
- Medical, dental, optometry, or chiropractic services rendered
- Attendance at funeral services for a member of immediate family
- Jury Duty in the manner provided by law
- Pupil is a custodian of a child who is ill or has a medical appointment during school.
- Religious holidays
- The following **may be** excused by the principal with advance approval:
 - Court Appearance
 - Employment Interview
 - Religious retreats
 - Family emergencies
 - Additional days for funerals of immediate family members



4. UNEXCUSED ABSENCES

- Missed the bus
- Out of town
- Family vacation
- Any illness other than the student's illness
- Accompany parent to a parent's appointment, etc.

5. INDEPENDENT STUDY

If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an Independent study contract. However, an Independent study contract is a privilege not a right.

6. CHRONIC ILLNESS

If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).

7. TARDY AND EARLY DISMISSAL PROCEDURES

- Students should arrive to school in a timely manner. Tardy or late students must stop at the office to check in.
 - Un-excused tardies over 30 minutes count toward truancy.
 - (Excused tardies=verified medical appointment, late bus, SARB, or illness).
- Students leaving school during the day must have a parent/guardian come to the office to sign the student out.

8. TRUANCY

- State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minute tardies.
- Written notices of truancy and excessive absences are required by law. Parents will receive a letter if their child has been absent from school without a 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. A second truancy letter will be sent if the child has two additional unexcused absences. The parent will receive a third truancy letter if a child has one additional unexcused absence, and a parent conference will be required with the school administrator to discuss the child's absence and how the school can work with the family to ensure the child's success in school.

9. EXCESSIVE ABSENCE NOTIFICATIONS

If a student has 10 days of parent verified excused absences recorded, the parent will receive a Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness or treatment for any absence or tardy over 30 minutes. Thereafter when the student is too ill to attend school, absences without verification from a medical professional or school employee will be recorded as unexcused.

■ have read these procedures and understand it is my responsibility to meet the attendance and notification requirements.

PARENT SIGNATURE

DATE

STUDENT NAME

GRADE/SCHOOL