

Attendance Policy

It is important that students attend class regularly, except in cases of illness or emergency. Excessive absence from class and failure to complete makeup work may result in a grade of "Fail" for that class. According to state law, students are expected to attend school regularly until age 18 unless they:

1. Graduate from High School.
 2. Pass the California High School Proficiency Exam.
 3. Obtain (at age 16-17) written parental permission to withdraw due to full-time employment with continuing education in Adult School.
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Partial Day Absences

Arriving late:

When a student arrives late to school, a parent or guardian should call the Attendance Office [(805) 373-1790] before the student arrives at school. Upon arrival the student *must* stop by the office to obtain a readmit slip.

Early Dismissal:

If a student must leave campus at any time during the school day, a parent/guardian must call the Attendance Office [(805) 373-1790] prior to the time of release. [Notes from parents will not be accepted.] The student *must* stop by the office to obtain an early dismissal slip. Students returning on the same day must report to the Attendance Office to be readmitted to school.

Off-Campus Lunch Passes

Only students with valid off-campus lunch passes may leave campus at lunch. Off-campus lunch passes are issued to 11th and 12th grade students meeting specific qualifications. The parent must sign a consent form at school or in front of a Notary Public. Consent forms are available in the Attendance Office. In the event of a lost off-campus lunch pass, **per District Policy, duplicates are available through the Student Store for \$25.**

Absences Following Lunch:

Should a student not return due to illness, **the parent or guardian must notify the Attendance Office the same afternoon.** Failure to notify the office will result in truancy and may be cause for loss of Off-Campus Lunch Pass privilege.

Students who choose to leave campus for lunch accept full responsibility for failure to return on time due to transportation, personal accident, or traffic citation; and will be issued an unexcused tardy, if late, or a truant if they are more than fifteen (15) minutes late.

Students with off-campus lunch passes who are tardy to Period 6 may lose their off-campus lunch pass. The off-campus lunch pass will be revoked due to excessive tardies, truancies, off-campus violations, or behavior/discipline problems. Students who leave campus without a pass will lose their off-campus privilege for the following year. Students who have been suspended lose their off-campus lunch privilege for the remainder of the semester.

Any student who was on a tardy/truancy contract from the previous semester will be denied an off-campus lunch pass for the semester.

Students who are not making an effort or receive a referral during standardized testing will be denied off-campus lunch pass privilege for one semester.

Classification of Absences

Excused:

According to California law an absence is **excused** when:

- a. Student has been ill.
- b. Student has been to the doctor or dentist.
- c. Student has had an unforeseen emergency, such as a death in the family, religious holiday, court subpoena, or jury duty.

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Unexcused:

An absence is unexcused when it does not meet one of the three classifications for an excused absence. A student will not receive makeup work or credit for work when an absence is classified as unexcused.

Prior permission:

If a parent or guardian finds it necessary for a student to be absent from school for family reasons which do not comply with California law (*vacation, business trip, out of town, etc.*), credit **may** be given if prior notification of the absence, by parent/guardian, is confirmed with the Attendance Office. The student may be given an opportunity to make up work within a prescribed time limit.

Participation in Co-Curricular Activities

In order to participate in any athletic or school activity, a student must have attended school four (4) periods that day. Remember this rule applies to dances, Proms, participation in drama and/or music productions, and athletics. Students must also maintain a 2.0 GPA and adhere to the co-curricular contract.

Tardy Policy

Students are expected to be in their assigned classes with all necessary materials before the tardy bell rings. Students arriving more than thirty (30) minutes late will be marked **truant**. Consequences for unexcused tardies are as follows:

- At five (5) tardies in any one class, the student may be called into the Dean of Attendance's office for a conference and the parents notified by letter. Student is contracted. Saturday Work Study (SWS) assigned.
- At eight (8) tardies, the student may be called into the Dean of Attendance's office for a conference and a letter sent home assigning SWS.
- At ten (10) tardies in any one class per semester, the student may be called into the Dean of Attendance's office for a conference and the student may be dropped from the class with a grade of "Fail" and placed in a study hall. Dean of Attendance will confirm drop/fail.

Truancy Policy

A student is truant who **has been absent from class without permission or has left campus without an early dismissal slip obtained from the office**. Unauthorized departure may result in a Saturday Work Study (SWS) assignment. Students who are truant shall not receive makeup work or credit for work that is due during the time of truancy.

Consequences:

Third truancy in one class:

- Student will be called into the Dean of Attendance's office for a conference, contracted/SWS assigned
- Parent contacted by letter

Fourth or fifth truancy in one class:

- Student will be called into the Dean of Attendance's office for a conference, SWS assigned
- Parent contacted by letter

Six truanies in any one class per semester:

- Student **will be dropped** from that class with a grade of "Fail" and placed in a study hall. Dean of Attendance will call student into office for a conference
- Parent contacted by phone and letter

Failure to successfully complete a SWS assignment will result in an In-House Suspension on the following Wednesday. Student will be called into the Dean of Attendance's office to be notified of the suspension

Bell Schedules: 2015-2016

Westlake High School

Regular Bell Schedule

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|--------------|-------|-------|-------|
| Warning Bell | 6:54 | | Mins. |
| Period 1 | 7:00 | 7:54 | 54 |
| Passing | :06 | | |
| Period 2 | 8:00 | 8:54 | 54 |
| Passing | :07 | | |
| Period 3 | 9:01 | 9:55 | 54 |
| Nutrition | 9:55 | 10:02 | 7 |
| Passing | :06 | | |
| Period 4 | 10:08 | 11:02 | 54 |
| Passing | :07 | | |
| Period 5 | 11:09 | 12:07 | 58 |
| Lunch | 12:07 | 12:47 | 40 |
| Passing | :06 | | |
| Period 6 | 12:53 | 1:47 | 54 |
| Passing | :07 | | |
| Period 7 | 1:54 | 2:48 | 54 |

Common Planning Time Bell Schedule

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|-------------------|-------|-------|-------|
| Warning Bell | 7:04 | | Mins. |
| Period 1 | 7:10 | 7:55 | 45 |
| Staff Development | 8:01 | 9:02 | 61 |
| Passing | :06 | | |
| Period 2 | 9:08 | 9:53 | 45 |
| Passing | :06 | | |
| Period 3 | 9:59 | 10:44 | 45 |
| Passing | :06 | | |
| Period 4 | 10:50 | 11:35 | 45 |
| Passing | :06 | | |
| Period 5 | 11:41 | 12:26 | 45 |
| Lunch | 12:26 | 1:06 | 40 |
| Passing | :06 | | |
| Period 6 | 1:12 | 1:57 | 45 |
| Passing | :06 | | |
| Period 7 | 2:03 | 2:48 | 45 |

Rally Schedule

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|--------------|-------|-------|-------|
| Warning Bell | 6:54 | | Mins. |
| Period 1 | 7:00 | 7:54 | 54 |
| Passing | :06 | | |
| Period 2 | 8:00 | 8:49 | 49 |
| Passing | :06 | | |
| Period 3 | 8:55 | 9:44 | 49 |
| Passing | :06 | | |
| Period 4 | 9:50 | 10:39 | 49 |
| Passing | :06 | | |
| RALLY | 10:45 | 11:25 | 40 |
| Passing | :06 | | |
| Period 5 | 11:31 | 12:20 | 49 |
| Lunch | 12:20 | 12:58 | 38 |
| Passing | :06 | | |
| Period 6 | 1:04 | 1:53 | 49 |
| Passing | :06 | | |
| Period 7 | 1:59 | 2:48 | 49 |

Common Planning Dates

| | |
|-----------|---------|
| 9/2/15 | 1/27/16 |
| 9/16/15 | 2/3/16 |
| 10/7/15 | 2/17/16 |
| 10/21/15 | 3/2/16 |
| 10/28/15 | 3/16/16 |
| 11/4/15 | 3/23/16 |
| 11/18/15 | 4/6/16 |
| 12/2/15 | 4/20/16 |
| 12/16/15 | 5/4/16 |
| 1/6/16 | 5/18/16 |
| 1/13/2016 | 5/25/16 |

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| <p>Welcome Back Rally - 9/11/2015</p> <p>Homecoming Rally - 10/19/2015</p> <p>Fall Assembly- 11/20/2015</p> <p>Winter Showcase Rally - 2/19/2016</p> <p>Finale Rally - 5/20/2016</p> |
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