

ATTENDANCE MATTERS

On Time. All Day. Every Day.

Llegar puntual. Estar todo el día. Ir diariamente



BUILDING COMMUNITY

TRABAJAR CON LA COMUNIDAD

- ◆ **What makes it hard for you as a parent to get your child to school?**
- ◆ **¿Qué le hace difícil a usted como padre/madre llevar a su niño(a) a la escuela?**
- ◆ **What helps you to get your child to school?**
- ◆ **¿Qué le ayuda a llevar a su niño(a) a la escuela?**

AGENDA

- ◆ Introductions
- ◆ Reporting/clearing absences
- ◆ Support Staff and Resources
- ◆ School Schedule and District Calendar
- ◆ Opportunities to Make-up Absences
- ◆ Attendance Printouts and Transcripts
- ◆ District Attendance Process
- ◆ Presentaciones
- ◆ Reportar/quitar ausencias
- ◆ Personal de Apoyo y Recursos
- ◆ Horario Escolar y Calendario del Distrito
- ◆ Oportunidades para Recuperar Ausencias
- ◆ Documentos de Asistencia y Transcripciones
- ◆ Proceso de Asistencia del Distrito

DID YOU KNOW? / ¿SABÍA QUE?

- **Missing 10% (approx. 18 days) of the school year can drastically affect a student's academic success.**
- **Faltando 10% (aprox. 18 días) del año escolar puede afectar drásticamente el éxito académico del estudiante.**
- **Students can be chronically absent even if they only miss a day or two every few weeks.**
- **Los estudiantes pueden ser crónicamente ausentes aunque sólo falten uno o dos días cada pocas semanas.**

How to Report an Absence

¿Cómo reportar una ausencia?

***Call-in the day your child is absent.**

❖ Leave a voicemail message

Include:

❖ Student's name

❖ Your name

❖ Day of absence

❖ Reason for absence

❖ Your phone number

❖ A doctor's note is required for an illness of **3 days** or more.

❖ **All absences must be reported in a timely manner.**

*** Comuníquese con la oficina el día que su estudiante ésta ausente.**

❖ Deje un mensaje,

Con:

❖ El nombre de su estudiante

❖ Su nombre

❖ El día de la ausencia

❖ La razón por la ausencia

❖ Su número de teléfono.

❖ Se require un nota del doctor si su estudiante esta enfermo(a) por **3 días** o más.

❖ **Todas las ausencias deben de ser reportadas lo más pronto posible.**

How to Clear an Absence? ¿Cómo puedo justificar una ausencia?

- Report the Absence
Reportar la Ausencia
- Student attends **Saturday School**.
El estudiante asistir a la escuela de Sábado.

Saturday School / Escuela de Sábado

8am-12pm in the MPR

For both EXCUSED and UNEXCUSED Abs.

Para ambos JUSTIFICADA and INJUSTIFICADA Aus.

Alternative Programs

- ✧ Short Term Independent Studies 9th -12th
- ✧ Home/Hospital 9th – 12th
- ✧ Independent Studies Program 9th – 12th
- ✧ Bounce Back 9th – 10th
- ✧ Alternative Schools: Apollo, Calero, Foothill, Pegasus, Phoenix 11th – 12th

Short Term Independent Study

Estudio independiente a corto plazo

- ◆ If your student is going to be out from 1-3 weeks
- ◆ **Si su hijo/a va estar ausente mas de 1 a 3 semanas.**
- ◆ Enroll in Short Term Independent Study!
- ◆ **Inscriba a estudio independiente a corto plazo.**
- ◆ Pick up application in office.
- ◆ **Aplicacion en oficina.**
- ◆ Meet with APA Mr. Martin.
- ◆ **Hablar con el Sr. Martin.**

Attendance Office

Oficina de Asistencia

Attendance Clerk

Rosalia Rich

408.937.2822 (Eng & **Esp.**)

Attendance Secretary

Roslyn Yhip

408.937.2821 (Eng)

IMPORTANT ATTENDANCE TERMS

TÉRMINOS DE ASISTENCIA IMPORTANTES

TRUANCY

AUSENTISMO

A) 3 unexcused absences, tardies of over 30 minutes, or combination of the two.

A) 3 ausencias injustificadas o tardanzas de más de 30 minutos o cualquier combinación.

CHRONIC ABSENTEEISM

AUSENTISMO CRÓNICO

B) Missing school 10% or more in an (academic) year.

BOTH excused and unexcused absences.

B) Faltando la escuela 10% o más en un año académico

LOS DOS justificadas e injustificadas.

TRUANCY PROCESS

PROCESO DE AUSENTISMO ESCOLAR



1ST LETTER

Primera Notificacion

3 period absences (Parent invited to contact school)

3 ausencias períodos (Padres invitados a comunicarse con la escuela)



2ND LETTER

Segunda Carta

2 or more period absences (Parent required to contact school)

2 ó mas ausencias períodos (Se les requiere a los padres a comunicarse con la escuela)



3RD LETTER

Tercera Carta

3 + unexcused period absences after 2nd letter.

(Parent & student required to attend SARB)

3+ ausencias períodos injustificadas después de la 2^{da} carta.

(Se requiere que tanto los padres & los estudiantes asistan a una reunion de SARB)

Excused vs. Unexcused

Justificada y Injustificada

EXCUSED / JUSTIFICADA	UNEXCUSED / INJUSTIFICADA
Illness Enfermedad	Vacation Vacaciones
Medical appointments Citas de Doctor	Overslept Dormir tarde
Jury Duty Servicio de Jurado	DMV Appointment Citas de DMV
Funeral	Immigration Appointment Citas de inmigración
Religious Retreat (4 hrs/semester) Retiros religiosos (4 hrs/ semester)	Babysitting Cuidado de Niños (niñera)
College Tours Citas de Universidad	Shopping Ir de compras
	Work Trabajo

How to Read Attendance Report

Cómo leer un reporte de Asistencia

- ◆ **OTE = Other Excused (doctor's app/ citas al doctor)**
- ◆ **TDE = Tardy Excused / Tardanza Justificada**
- ◆ **ILL = Illness verified/ Enfermedad verificada**
- ◆ **A = Absence, unverified/ Ausente, no verificada**
- ◆ **T = Tardy / Tardanza**
- ◆ **TDM = Tardy for 30+ min / Tardanza mas de 30 minutos**
- ◆ **OTH = Other, excused / Otra justificada**

#2 How to Read Attendance Report

Cómo leer un reporte de Asistencia

Term T1 08/09/2016 - 12/16/2016											
Instructional Days: 89 Present Days: 86.62											
Period	00	01	02	03	04	05	06	07	08	09	T
Absent	0	3	4	5	5	4	3	0	0	0	24
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	6	4	0	1	1	0	0	0	12

Term T2 01/03/2017 - 05/26/2017											
Instructional Days: 91 Present Days: 14.44											
Period	00	01	02	03	04	05	06	07	08	09	T
Absent	0	3	2	3	2	2	2	0	0	0	14
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	1	0	0	0	0	0	0	0	1

Total # Period Abs.

Total # Tardy

Total # Period Abs.

Total # Tardy

Course Number & Name	Absent	Tardy
A9400XX P-MULTIMEDIA	6	0
E2000XX P-ENGLISH 2	6	1
M1900XX P-CCSS MATH 1	6	7
P1000X9 PE-COURSE 1	8	4
Q1000XX P-INT SCI 1	7	0
S2000XX P-WORLD HISTORY	5	1

Absent & Tardy
Class Total

Ausente & Tardanza
Class Total

HOW CAN YOU HELP?

¿Cómo puedo ayudar?

- ❖ Verify contact information is accurate.
Verifique su información básica.
- ❖ Speak with your child about importance of daily on-time attendance.
Hable con su estudiante acerca de la importancia de asistir la escuela todos los días y llegar a tiempo.
- ❖ Establish routines at home (bedtime/morning routine).
Establecer rutinas diarias en casa. (horario de ir a dormir y levantarse temprano)
- ❖ Schedule appointments outside of school hours.
Planear citas en horas despues de clases.
- ❖ Maintain communication with school staff.
Mantenga la comunicación con el personal de la escuela.

Support Staff

El Centro de Apoyo

❖ Associate Principal APA ❖

Rod Martin 408.937.2820

❖ Advisors - Asesores ❖

Danni Mestaz
408.937.2816
**(Last names/
Apellidos A-L)**

Maureen Burt
408.937.2814
**(Last names/
Apellidos M-Z)**

Parent and Community Specialist/Asesora de Padres

Irma Jaramillo 408.937-2889 (Eng. & Esp.)

Support Staff

El Centro de Apoyo

❖ Associate Principal APED ❖

Adriana Rangel 408.937.2830

❖ Academic Counselors/ Consejeros Escolares ❖

Last Names/ Apellidos

Ms. Velez (A-D) 408.937.2828

Ms. Huitron (E-Lo) 408.937.2827

Mrs. Andrade (Lu-Q) 408.937.2737

Ms. Ornelas (R-Z) 408.937.2826

**Support Staff
El Centro de Apoyo**

❖ **Social Worker/Mental Health**❖

Keely Murphy 408.937.3098

❖ **Student Support Specialist**❖

Adriana Carrillo 408.937.3050

FOOTHILL HEALTH CENTER

MONDAY – FRIDAY/ LUNES - VIERNES 408.928.5250

8am-5pm (Closed/Cerrado 12pm-1pm)

**Medical, Dental, Behavioral /Médica, Dental y del
Comportamiento**

For ALL STUDENTS (K-12th) at NO COST/GRATIS

DISTRICT STAFF SUPPORT
El Personal del Distrito

SARB/TRUANCY:

Pauline Lopez Dept. Secretary
408-347-5201

STUDENT SERVICES SPECIALIST:

Elvia Sanchez
408-347-5338

Bell Schedule

Horario

Monday

1st 7:36-8:20

2nd 8:30-9:14

3rd 9:19-10:08

Br 10:09-10:23

4th 10:28-11:12

5th 11:17-12:01

L 12:01-12:31

6th 12:36-1:20

7th 1:25-2:09

Tuesday-Friday

1st 7:25-8:20

2nd 8:30-9:25

3rd 9:30-10:30

Br 10:30-10:45

4th 10:50-11:45

5th 11:50-12:45

L 12:45-1:15

6th 1:20-2:15

7th 2:20-3:15

GOODWILL ASSETS

After-School Tutoring

Tutoría Después del Colegio

➤ **GRATIS**

➤ **Lunes – Viernes**

➤ **2:20pm - 4:20pm**

➤ **CENA GRATIS**

➤ **FREE**

➤ **Monday – Friday**

➤ **2:20pm - 4:20pm**

➤ **FREE MEAL**

GOODWILL ASSETs Enrichment Classes

Homework Center- Evans Rm-409
Tuesday – Friday 2:30pm – 5:30pm
Monday 1:30pm – 5:00pm

Weightlifting-Lopez-Weight Rm
Monday – Friday 3:45pm – 5:45pm

Lego Robotics-Wou Rm-403
Wednesday 3:45pm – 5:45pm

Computer Gaming-Wou-Rm 214
Tuesday & Thursday 3:45pm – 5:45pm

Folklorico & Other Dance-Ortiz-Rm 1003
Tuesday & Thursday 3:45pm – 4:45pm

Forensic Science/ Physiology-Vitug-Rm 404
Thursday 3:45pm – 4:45pm

Driver's Education-Mielke-Rm 604
Monday & Wednesday 3:30pm – 5:30pm

Chemistry Tutoring-Carey & Ms. Hamak-Rm 410
Tuesday 2:50pm - 4:50pm

Literary Society-Sisco-Rm 807
Tuesday 3:30pm – 5:00pm

Cardinal Writing Center-Sisco, Pham &Arroyo-Rm 806
Tuesday, Wednesday & Thursday 3:45pm – 5:45pm

New York - the City in Film and Fiction-Lovato-Rm 814
Thursday 3:30pm – 5:30pm

Jazz Band-Jenson-Rm 1001
Monday & Friday 3:45pm – 5:15pm

Biology Tutoring-Mercado-Rm 405
Tuesday & Thursday 3:30pm – 5:00pm

College & Career-Counseling Dept.-Rm 216
Tuesday Wednesday & Thursday 3:45pm – 5:45pm

Manufacturing-Dobrenz-Rm 1103
Tuesday & Thursday 3:45pm – 5:45pm

DIY (Do it Yourself)- Vitug-Rm 404
Friday 3:45pm – 5:45pm

MCJROTC-MSgt. Sherrod-Rm 702
Tuesday – Thursday 3:45pm - 4:45pm

Integrated Math I, II, III Tutoring-Busby-Rm 212
Thursday 3:45pm – 4:45pm

Math Analysis Tutoring-Baluyot-Rm 210
Thursday 3:45pm – 5:15pm

AP Calculus AB Tutoring-Nguyen-Rm 207
Wednesday, Thursday (As needed) 2:50pm – 4:50pm

AP Calculus BC Tutoring-Karandikar-Rm 208
Thursday 2:50pm – 4:50pm

AP Statistics Tutoring-Yu-Rm 208
Thursday 2:50pm – 4:50pm

AP Physics Tutoring-Wou-Rm 403 (As needed)
3:45pm – 5:45pm

Cyber High- Barnes- Rm 204
(See Counselor for enrollment)
Monday to Friday 3:45pm - 4:45pm



THANK YOU!
Gracias!

