TIDE Academy

Technology • Innovation • Design • Engineering

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TIDE's Vision:

As a small, diverse public high school, we support students to develop academically and socially in a safe, collaborative learning environment that prepares them for college and career pathways.

What Makes TIDE Academy Unique?

Dual Enrollment (DE) (Dual Credit) - Foothill College:

Dual Enrollment (DE) is a program that offers students in select classes the opportunity to earn high school and college credit simultaneously. Students do not have to attend any additional classes or take any additional exams once enrolled in DE to earn college credit, but they do need to take the necessary steps to register for the college class which include: (1) Completing a Foothill Community College application (this is done online, in class); and (2) Completing the CCAP and MOU Outreach Foothill form. Please be aware that the dual enrollment college classes are real college-level classes. The high school course grade is separate from their college course grade and will appear on their SUHSD high school transcript.

Dual Enrollment College Courses:

1. Are FREE to students (up to 15 Foothill quarter units)
2. Allow students to earn high school and college credit
3. Are conveniently offered on the high school campus during the regular school day
4. Provide an accelerated path to and through college, saving time and money
5. Expand CTE Pathway Course offerings
6. Are an introduction to and prep for college and careers for 9-12th graders

Concurrent Enrollment (CE) (Single Credit):

Concurrent Enrollment (CE) occurs when students take community college courses while they are currently high school students. Unlike dual enrollment, concurrent courses do not correspond to a simultaneous high school course. Therefore, concurrent enrollment does not have a high school teacher who assists with the class and scaffolds curriculum. The courses must be pre-approved and an SUHSD concurrent-enrollment form filled out prior to the student registering for the community college class. Concurrent enrollment college classes are real college-level classes. The grade earned in the college course will appear on the official Foothill or other Community College transcripts. Since concurrent enrollment is voluntary, all costs, including textbooks and supplies, are covered by the student and family. Students choosing to do a concurrent-enrollment course may do so as long as they do not exceed 15 total units per quarter. The 15-total-units limit includes both dual enrollment and concurrent enrollment.

How Students Apply for Dual Enrollment:

1. Do prior research on what Foothill or other community college course(s) the student wants to enroll in.
2. Make an appointment to meet with your counselor to discuss the class.

3. Fill out the SUHSD concurrent enrollment form (if not a Foothill course) and/or the Foothill CCAP/MOU form.
4. Get parent/guardian approval. Send the CCAP/MOU to parent/guardian email for signatures.
5. The form pathway can always be checked in the student Foothill portal (adobe sign pathway).
6. Once Foothill signs and clears the CCAP/MOU, the student may register for the class (if it hasn't already been done).

Nucleus:

A core component of the student experience at TIDE Academy is the Nucleus program. Nucleus focuses on a three components:

1. SEL curriculum
2. Academic support
3. Leadership development with an emphasis on social justice
4. Flex Time

Flex Time

Flex Time is designed to empower students to make choices about where they need support or enrichment. Flex will be held during Nucleus and students can elect which of their own teachers' classes to visit. Students will remain in one class for the duration of the flex period. It is expected that students are studying, making up work, utilizing peer tutoring, or working ahead on projects/assignments. Students will ask a teacher at least 24 hours ahead of time for a flex pass in order to be able to attend that teacher's flex.

What is Flex Time?

- Flex Time is a portion of the Nucleus period when students visit a chosen class to seek help with assignments, make up work or expand on interests, study or further their learning.
- Flex Time is a 40-minute period twice a week during Nucleus for students to meet with teachers, guidance counselors, or attend presentations. Some weeks may only have one period of FLEX time, depending on other activities occurring during Nucleus (like ASB events, school assemblies, etc.).

Expectations During Flex Time

- It is mandatory that all students are:
    - Present & On-Time in a classroom or other space used for Flex Time. Students are required to sign in, and consequences for truancy apply, just like any other class.
    - Ready to work come prepared with questions, materials, and a good attitude.
    - Engaged in academic work the whole time and attend the class from which the flex pass comes from.

***Refer to the course catalog for more information. Course Catalog*

Staff Directory

Administration Offices

Title	Name	Email
Principal	Simone Rick-Kennel	srkennel@seq.org
Vice Principal	Tina Smith	tsmith@seq.org
Sr. School Secretary	Mayra Buenrostro	mbuenrostro@seq.org
School Secretary	Rocio Chavez	rchavez@seq.org
Custodian	Jacob Delao	jdelao@seq.org

Counseling and Wellness Center

Title	Name	Email
Lead Counselor	Lara Sandora	lsandora@seq.org
Counselor	Ming Hsu	mhsu@seq.org
Registrar/GIS	Cristal Hernandez	chernandez@seq.org
School Psychologist	Melissa Lamb	mlamb@seq.org
Mental Health Specialist	Lauren Reiser	lreiser@seq.org
School Nurse	Heidi Flaig	hflaig@seq.org
Health Aide	Jackie Farias	jfarias@seq.org

CustodianTIDE Teachers

Subject	Name	Voicemail
Art	Parmveer Masuta	79902
Algebra I	Norma Rodea Hernandez	79904
Algebra II/Physics	Ryan Stagg	79908
Astronomy/Chemistry	Michael Davis	79915
Biology	Emily Cox	79909
Business and Marketing	Sreemayee Ghosh	79914
Calculus/Geometry	Jim Karditzas	79903
Computer Science	Brian Klackle	79910
Computer Science	David Malpica	79912
English 9	Joanne Yao	
English 10	Daphne Pacia-McCann	79900
English 11	Jeffry Weathers	79916
English 12	Chrsitine Turk	
Physical Education	Hector Cornejo	79907
Spanish I	Carmen Gutierrez	79916
Spanish I/II/III	John Allen	79913
Special Education	Karen Cortez	79905
Special Education	Maria Pimentel Reyes	
Special Education	Joel Basquez	79916
Us History	Makailah Ceseña / Danielle Lara	79906
World Studies	Cat Cole	79901
Gov/Econ	Adriana O. Stone	79901

2022-2023 Bell Schedule

NOTE: Early Dismissal on Tuesdays!

Mon / Wed		Tuesday		Thursday		Friday	
Period	**Time**	**Period**	**Time**	**Period**	**Time**	**Period**	**Start Time**
1	8:30 - 9:15	1	8:30 - 9:15	1	8:30 - 9:15	1	8:30 - 9:15
Brunch	9:15 - 9:25	Brunch	9:15 - 9:25	Brunch	9:15 - 9:25	Brunch	9:15- 9:25
3	9:30 - 10:55	2	9:30 - 10:55	2	9:30 - 10:55	2	9:30 - 10:20
5	11:00 - 12:25	4	11:00-12:30	4	11:00 - 12:25	3	10:25 - 11:15
Lunch	12:25 - 12:55	Lunch	12:30 - 1:00	Lunch	12:25 - 12:55	4	11:20 - 12:15
Nucleus	1:00 - 2:15	6	1:05 - 2:30	Nucleus	1:00 - 2:15	Lunch	12:15 - 12:45
7	2:20 - 3:45	Staff Meeting	2:35-3:45	6	2:20 - 3:45	5	12:50 - 1:40
On weeks where there is no school on Monday, the corresponding Friday schedule is replaced by a Monday block schedule						6	1:45 - 2:35
						7	2:40 - 3:30

Minimum Day Schedule	
Period	**Time**
1	8:30 - 9:00
Brunch	9:00 - 9:10
2	9:15 - 9:45
3	9:50 - 10:20
4	10:25 - 10:55
5	11:00 - 11:30
6	11:35 - 12:05
7	12:10 - 12:40

Minimum Days for 2022-23 School year: 8/26/22, 9/13/22, 9/27/22, 10/4/22, 10/18/22, 11/2/22, 1/17/23, 2/17/23, 3/2/23, 3/31/23, 4/5/23, 4/25/23

Fall Finals Week							
MONDAY 12/19/22		TUESDAY 12/20/22		WEDNESDAY 12/21/22		THURSDAY 12/22/22	
9:00 - 11:00	Nucleus	Period 2	9:00 - 11:00	Period 4	9:00 - 11:00	Period 6	9:00 - 11:00
11:00 - 11:25	Brunch	Brunch	11:00 - 11:25	Brunch	11:00 - 11:25	Brunch	11:00 - 11:25
11:30 - 1:30	Period 1	Period 3	11:30 - 1:30	Period 5	11:30 - 1:30	Period 7	11:30 - 1:30

Spring Finals Week							
MONDAY 6/5/23		TUESDAY 6/6/23		WEDNESDAY 6/7/23		THURSDAY 6/8/23	
9:00 - 11:00	Nucleus	Period 2	9:00 - 11:00	Period 4	9:00 - 11:00	Period 6	9:00 - 11:00
11:00 - 11:25	Brunch	Brunch	11:00 - 11:25	Brunch	11:00 - 11:25	Brunch	11:00 - 11:25
11:30 - 1:30	Period 1	Period 3	11:30 - 1:30	Period 5	11:30 - 1:30	Period 7	11:30 - 1:30

TIDE Student Expectations

In general the expectation at TIDE Academy is for students to treat each other and staff with respect at all times. TIDE staff approach every student with an attitude of unconditional positive regard. This means that every student is valued as a unique individual who has inherent value and is on a journey to be the best person they can be. This approach recognizes that sometimes mistakes are made, but these mistakes do not diminish the value of the individual. More simply stated, TIDE staff believe that students are not their behavior. TIDE staff models this approach to students so that students will be able to hold each other in positive regard. This approach is supported with some explicit expectations for students.

Every student is an individual and therefore all actions are considered individually within a scope of established consequences with the discretion to assign the appropriate discipline when necessary. Whenever possible the first priority will be for the student to take whatever actions best to repair the harm done through the incident.

We will address behavior as much as possible with restorative practices to give students opportunities to repair harm done balanced with appropriate structures to reinforce expected behaviors so there are progressive steps to address individual circumstances.

Academic Integrity

Academic integrity is about adhering to a code of values where students are honest, complete their own work, and use their own words, allowing students to demonstrate mastery of skills and concepts in every class. Because we care about your learning of the material taught, as well as your character development, academic honesty violations will not be tolerated.

All students will sign the following district agreement surrounding Academic Integrity as they enroll in a SUHSD school linked here: **Academic Integrity District Agreement**.

The consequences for academic dishonesty are *school-wide* and *cumulative* for all the years you attend SUHSD schools. For example, cheating in one class freshman year and again in a different class junior year counts as two offenses.

For any academic dishonesty occurring with Dual Enrolled courses, the student may also have consequences based on Foothill's Academic Integrity policy.

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam. *Plagiarism* is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own.

The following are some examples of behaviors that violate academic integrity:

Cheating

- copying the work of another and submitting it as your own
- permitting someone else to do any part of your work for you
- working together on something you're supposed to do individually
- receiving, consulting, or providing unauthorized information before, during, or after an assignment
- bringing cheat sheets/crib notes of any kind
- discussing content before/during/after a quiz/test whether in person or via technology
- consulting an answer key or teacher's edition, unless the teacher has provided as part of an assignment
- using translations from internet translation tools and/or programs

Collusion

- allowing one's work to be copied or submitted by another

Plagiarism

- using ideas, written material, or other sources without documenting and
- citing and acknowledging the source
- copying and pasting or presenting ideas of another as your own

Fabrication - Making up information (data, quotations, sources, citations, etc.)

Academic Integrity, cont.

First Incident	Second Incident (or higher-level academic dishonesty)	Third Incident (or higher-level academic dishonesty)
1. Student may earn a zero on the assignment 2. Teacher contact and speaks with parent/guardian(s) and student 3. Referral of the academic integrity violation will be made and an administer notified 4. Detention may be assigned 5. Teachers may assign additional work or alternative assignments that would be reported to parent/guardian(s) and student 6. School counselor is notified.	1 - 6 from First Incident with the addition of: 7. Meeting occurs between parent/guardian, administrator, teacher and student 8. Possible loss of school sanctioned events (dance, athletic events, performances, activities) 9. Student becomes ineligible for California Scholarship Federation and other TIDE Awards	1 - 9 from Second Incident with the addition of: 10. Possible loss of participation in school ceremonies (i.e. graduation)

NOTE: Each teacher at TIDE may have different expectations in regards to homework, classwork, projects, tests, group work, and what constitutes cheating. It is the responsibility of teachers to clearly explain their class expectations. Students should check with the teacher and/or class syllabus for individual teacher details.

Action Steps

Students are to:

- Be honest
- Explain circumstances that led to this incident
- Do a reflection of incident
- Outline changes or action steps to ensure there are no further indiences

Teachers are to:

- Review and retain assignment(s) involved in incident
- Investigate the incident
- Interview student(s) with knowledge of the incident
- Contact parent/guardian(s)
- Incident will be documented in infinite campus
- May assign consequence based on the chart
- May assign additional or alternative assignments
- May contact school administrator (based on incident and severity)

School Administrators:

- May setup additional meeting between student(s), parent/ guardian(s), teacher, and school administrator
- May assign additional consequences based on the chart

TIDE Academy Policies and Expectations

Dress Guidelines

The dress guidelines are designed to allow for student comfort and personal expression while maintaining an environment conducive to learning and appropriate for the educational setting. Students need to dress appropriately for school. The following items are examples of what is *not* appropriate dress for school. This list is representative but not all-inclusive.

Not appropriate dress for school:

- Clothing that does not cover undergarments completely.
- Being barefoot.
- Clothing that does not cover the torso/midriff.
- Clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence.
- Clothing or accessories that demean others with regard to gender, race, sexual orientation, religion, nationality, etc.
- Clothing that indicates gang affiliation or in support of gang activity or messaging, or as determined by the school administration and based on consultation with the local law enforcement agency.
- Clothing, jewelry, or accessories which are potentially dangerous.

Students who are in violation of the dress norms will be addressed by administration and will be reminded of the Dress Guidelines.

Note*: Repeated violations will result in further disciplinary action.*

Extracurricular Activity Expectations

- All school rules apply to extracurricular activities; including dances and off campus school sponsored events.
- At sporting events, students must remain in TIDE's bleacher section and not visit students in the opposing side's bleachers until after the game.
- Booing or negative comments to the referees or visiting team and fans are not allowed; cheering of TIDE's team is encouraged.
- Students may not leave and then re-enter sporting events and dances.
- Students who were not on the competing athletic team must be picked up or have left campus in a safe manner within twenty minutes of the end of an evening's final sporting event. Students who participated on the athletic team competing that evening must leave campus before their coach.
- Students who did not help put on the dance must be picked up or have left the dance location in a safe manner within twenty minutes of the end of the dance. Students who helped put on the dance that evening must be picked up from the dance before staff leave.

Closed Campus

TIDE Academy is a Closed Campus. Students are not permitted to leave campus during school hours. Students who have doctor appointments must get advance passes from the attendance clerk to leave campus. At no time should students enter the properties that surround TIDE Academy. At no time should any deliveries services be accepted. (ie: uber eats, grub hub, door dash, etc.)

Electronic Device and Cell Phone Policy

At TIDE we want to keep students focused on learning and away from the distractions presented by cell phones. TIDE's policy for cell phones is:

- Students place cell phones in the phone storage pockets (phone hotel) hanging in every classroom as they enter each classroom at the start of each class.
- Students will retrieve their cell phones from the storage pocket when they exit each classroom at the end of the period.
- Students must comply or a teacher
    - will contact parent(s)/guardian(s)
    - has the discretion to collect the student's phone and turn it into the main office for parent pick-up.

Students will be allowed to use their cell phones at brunch, lunch, and after school. When students do use their cell phones at school, they are responsible for any use or misuse.

Technology Use Agreement

Student Use Standards and Expectations. Please review the Sequoia Union High School District (SUHSD) student responsible use of technology agreement.

In all cases, students must strictly adhere to the standards and expectations outlined in the SUHSD student agreement and the standards set forth in District Board Policy and Administrative Regulation 6134.4, and all other applicable District policies and laws. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. Use of the District's systems and technology is a privilege, not a right.

Responsible Use of Electronic Devices and School Issued Laptops:

A. Students shall use only their own accounts and access credentials.
B. Students shall only use the system for educational and instructional purposes.
C. When using the system, students shall follow the law, District policy, and school rules.
    a. No inappropriate content.
    b. No bullying.
D. When using the system, students shall protect their privacy and the privacy of others.
E. Students shall respect and protect the integrity and security of the system.
F. Students shall not alter the system without express authorization.
G. Students shall respect the intellectual property rights of others.
H. Students shall respect the community
I. Students shall report any violations of the Use Agreement to Staff.
J. Students shall respect their school-issued laptop. They may not draw or attach stickers directly to the laptop. Charges may be accrued for any damage.

*Additionally, students need to demonstrate responsible use of social media, texting, photos and videos on their personal electronic devices.

*Students cannot take pictures of other students or staff without their consent, in or outside of the classroom.

*Students should not send or post inappropriate pictures of themselves or others

*Students should not post or text any offensive comments

If a student needs technology support, please submit a GetHelp ticket (the GetHelp link is also on tideacademy.org): https://sequoiauhsd.gethelphss.com/Login/landin

Campus Guests and Visitors

Parents are welcome to visit our school:

- All visitors must sign-in in the main office and receive a wearable visitor's pass and a visitor parking permit.
- Parents wishing to visit a class are requested to give at least 24hr notice to the school administration.
- Student visitors or friends of our students may NOT visit during the school day nor may students host other students during the school day. The only exception is students visiting TIDE as part of the shadow program. If a TIDE students wishes to be a shadow host, please contact Ms. Chavez in the main office.

If students see an adult that they do not recognize on campus without a visitor pass, tell a TIDE staff member immediately.

Behavior Expectations for TIDE Academy Astronauts

TIDE students are expected to:

- Follow all classroom rules and norms.
- Bring all materials to class.
- Follow the academic integrity policy.
- Follow directions and requests from all TIDE teachers and staff.
- Participate actively in class activities and discussions so the community benefits.
    - Come to school with your laptop charged.
- Use indoor voices and avoid profanity.
- Be safe and walk calmly.
- Dispose of trash in the trash cans.
- Use acceptable Speech and Symbols:
    - No homophobic slurs, symbols, drawings, gestures
    - No racist, antisemetic slurs, symbols, drawings, gestures
    - No derogatory language, symbols, gestures, drawings based on gender
    - No use of the "N" word.
- Care for furniture in all spaces. *No writing, graffiti or carving on any of the school furniture.*
- Clean up after yourself.
- Remind others to clean up after themselves.
- Remind others to clean up after themselves.
- Be inclusive. Make space at your table for others.

- Follow directions the first time.
- Use flex time appropriately.
- Be a little kinder than necessary. Say please, thank you and excuse me when appropriate.
- Respect others' feelings, personal space and property.
- Seek academic support whenever necessary. If you're not sure how to start, check-in with your teacher.
- Promote a healthy environment free of vaping and drugs.
- Go the extra step to be inclusive. Invite others to join your table, group or conversation.
- Be friendly in the hallways.
- When in doubt, just be nice

Prohibited Items

In addition to items prohibited by the California Education Code, the following are also prohibited on campus during school hours:

- Laser pointers
- Cigarette lighters, matches, and other fire starting devices
- E Cigarettes/Vape Pens
- Weapons, including pocket knives
- No replica or toy weapons
- Drugs and alcohol
- Stink bombs and other fireworks
- Paint (unless it is a supply for Art class)
- Bluetooth or other personal speakers
- Megaphone and other noise makers

Violating this rule will result in parent contact, confiscation of the item, and may result in further disciplinary action.

Food and Drink

At TIDE Academy, all students have access to breakfast and lunch through TIDE dining. Additionally, there are vending machines with appropriate snacks open during lunch.

There is no eating or drinking in classrooms with the exception of water bottles. If there is a planned activity involving food for a particular class, the teacher will provide guidelines.

DoorDash, Uber Eats, or any other food delivery service is prohibited for students at TIDE Academy. If food is delivered by any food delivery service, we will turn it away.

Hall Passes

All Students must have a hall pass when they are out of class, including Teacher Aides. During class time, students must obtain their teacher's permission and hall pass in order to see someone (e.g. counselor, dean, etc.) in the Main Office. Students without a pass will not be seen.

Digital Citizenship

Your behavior online is as real as your behavior at home.
Follow usage policies on all school devices even at home.

- Do not engage in cyber-bullying.
- Be aware that all digital spaces are public.
- Obtain permission before recording or taking a picture of someone.
- Report any cyber-bullying or harassment.
- During unstructured times, be present and authentically engage with others.

1. Please Think Before You Post

- "How can you act with positivity and empathy when you're online?"
- "What you send in that moment when..."
- Pause and Think
- Control your digital footprint and reputation

2. Safety: Stay aware

- Who is asking you for information? Why?
- Avoid any risky behavior
- Check with a trusted adult

Off Campus Activities

Treat students, faculty and community partners from other sites with the same respect you would give to TIDE students and faculty.
Show up early for internships and college classes and communicate promptly with mentors and professors.
Stay with your assigned group and within designated areas during fieldwork.
Practice good sportsmanship.
Form strong community partnerships by representing TIDE positively.

SUHSD Attendance Policies

Why Attendance is Important

The Sequoia Union High School District is committed to the education of all students. The District believes that regular attendance plays an important role in student achievement and that absenteeism, whatever the cause, may put students at risk of dropping out of school. The District desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district. It is the intent of the District that intensive guidance and coordinated community services are provided to meet the special needs of pupils with school attendance and/or school behavior problems.

Did You Know?

- Absences can be a sign that a student is losing interest in school, struggling with school work, or facing some other potentially serious difficulty
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school
- By 9th grade, regular attendance is a better predictor of graduation rates than 8th grade test scores
- Missing 10 percent (18 days) of the year can drastically affect a student's academic success
- Students can be chronically absent even if they only miss a day or two every few weeks
- Attendance is an important life skill that will help your child graduate from college or keep a job

What You Can Do

- Make school attendance a priority
- Talk about the importance of showing up to school every day, make that the expectation
- Help your child maintain daily routines; finishing homework and getting a good night's sleep
- Try not to schedule dental and medical appointments during the school day
- Don't let your child stay home unless truly sick; complaints of headaches or stomach aches may be signs of anxiety

Help your teen stay engaged

- Find out if your child feels engaged by his classes and feels safe from bullies and other threats
- Make sure he/she is not missing class because of behavioral issues and school discipline policies; if any of these are problems, work with your school
- Stay on top of academic progress and seek help from teachers or tutors if necessary; make sure teachers know how to contact you
- Stay on top of your child's social contacts; peer pressure can lead to skipping school, while students without many friends can feel isolated
- Encourage meaningful afterschool activities, including sports and clubs

Communicate with the school

- Know the school's attendance policy – incentives and penalties
- Talk to teachers if you notice sudden changes in behavior
- Check on your child's attendance to be sure absences are not piling up
- Ask for help from school officials, afterschool programs, other parents or community agencies if you're having trouble getting your child to school

Chronic Absenteeism and Truancy

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Whenever chronic absenteeism is linked to a health issue or nonschool condition, the District may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

Addressing Chronic Absenteeism

When a student is identified as a chronic absentee, the school shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her. A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

Truancy

Truant means a student who is 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. (Education Code 48260)
For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

Clearing Student Absences

Parents have five (5) school days from the day of the absence(s) to contact the school Attendance Clerk in order to excuse their student's absence(s). Absences not excused within five school days are marked as C (Cuts) and cannot be excused.

18 Year Old Students

Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Administrative Regulation 5113)
A student 18 years of age or over, with respect to their own absences from school, shall have all of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or other person having charge or control of the minor. (Education Code 46012)

Contact for Absences
Rocio Chavez
650.306-1755 (option 1)
rchavez@seq.org

Method of Verification

Absences shall be verified within five (5) school days from the day of the absence by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; AR 5113)
When an absence is planned, parents/guardians or students if age 18 or older shall notify the school Attendance Clerk prior to the date of the absence when possible.
The following methods may be used to verify student absences:

1. Written note, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
    a. Name of student
    b. Name of parent/guardian or parent representative
    c. Name of verifying employee
    d. Date(s) of absence
    e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
    a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
    b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Excused Absences

The California Education Code directs all public school districts in California as to how to treat excused absences. The Education Codes below refer to the California Department of Education's excused absence reasons; SUHSD attendance codes are listed after each provision in parentheses, and explained at the end.

48205(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness. (H)
2. Due to quarantine under the direction of a county or city health officer. (H)
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered. (H)
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (EXC)
5. For the purpose of jury duty in the manner provided for by law.(EXC)
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor. (H)
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (EXC)
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (EXC)
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district. (EXC)
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen. (EXC)
11. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (W)

48205(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

48205(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

48205(e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

District's Daily Attendance Codes

A = Absent	C = Cuts	EXC = Excused Absence
H = Health/Illness	I = In-School Suspension	J = Court System
S = Suspension	SA = School Activity	SS= School Sports
T = Tardy	TE = Tardy Excused	UNX = Unexcused Absence*
W = Warranted**		

** Any absence outside of CA E.C. 48205 will be marked as an Unexcused Absence (UNX)*
*** In very rare instances, administrators may approve other absences at their discretion, based on the student's specific circumstances. (W)*