



ATTENDANCE (CONT.)

- **Excused Absences:** Teachers are required to provide make-up assignments and/or assessment only for excused absences. EC 48205; 48200, 48308, 48980b; 51101(a)(12); BP 5113 – A pupil shall be excused from school by contacting his/her attendance office by phone or writing within 3 days or 72 hours of the absence. An excused absence will be recorded for any of the following reasons:
 1. Due to student's illness.
 2. For the purpose of having medical, dental, optometric, or chiropractic services rendered (doctor's note required)
 3. For the purpose of attending funeral services of a member of his or her 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).
 4. Due to quarantine under the direction of a county or city health officer.
 5. 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 his or her religion, attendance at a religious retreat, or when the pupil's absence has been 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.

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. No student shall have his/her grade reduced or lose academic credit for any absences under this section. The teacher of any class from which a pupil is absent, shall determine that the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

- **Verified Unexcused Absences:** EC 48205; 48200, 48308, 48980b; 51101(a) (12); BP 5113 All other reasons for absence are unexcused. Verified unexcused absences include:
 - Missing the bus / car trouble
 - Oversleeping
 - Refusing to come to school
 - Being “down the hill” or out of town
 - Family emergency
- **Illness at School:** If a student is ill or injured at school, the student should get a pass from their teacher to come to the office. STUDENTS ARE NOT TO CALL PARENT FROM A CELL PHONE OR CLASSROOM. If a student becomes ill during school, he/she must report to the Health Office inside the Attendance Office to call home. Unfortunately, we do not have a school nurse on campus. Office personnel will see to it that each student who is ill or injured is made as comfortable as possible until we can reach a parent or guardian. Regardless of student age, ill students may not be



ATTENDANCE (CONT.)

released to walk home for safety reasons. By law [EC § 48205] illness is an excused absence. Please do not send your child to school if they have a fever of 100° or more (your child must be fever free without medicine twenty four hours before returning to school), a contagious illness [unless they have received medication for a minimum of 24 hours or until a doctor tells you your child is no longer contagious], more than one episode of diarrhea within the last 8-12 hours, a persistent productive cough or wheezing, a sore throat so bad your child will not eat or drink, a lot of pain for some reason (for example, a new injury), signs of conjunctivitis such as red, crusty or swollen eyes (may return once the symptoms have been treated and are gone or a note is presented from a doctor stating that the student may return to school), or head lice. ***It is imperative that Hook Jr. High School has current contact information*** in the event a phone call must be placed to reach a parent or guardian.

If your child has a medical issue (asthma, seizures, severe allergies, diabetes, injury, disability, etc.) which requires a care plan, PE modification, or medication to be taken at school please contact the Front Office for the required paperwork. This paperwork expires at the end of each school year and must be completed again at the beginning of the next school year. Please contact the Front Office or the District Nurse at (760) 955-3201 ext. 10238 for any questions related to policies or paperwork for illnesses or medical conditions.

- **Medications at School:** Students who take any medication during school hours must meet the following conditions:
 1. All medications, prescription or over the counter, must be in the original container. The pharmaceutical label must be on the container.
 2. Proper medication forms must be completed by parent and physician. Pick up in the attendance office.
 3. Medications shall be kept in the health office. Provisions may be made for students to carry asthma inhalers. Ed Code 49423; 49480.
- **Chronic Illness:** If your child might be absent more than 3 days in a year due to a medical issue, please see the Front Office (ext. 43100) for a Chronic Illness form to be reviewed by our District Nurse. (Please see resources sections for form)
- **Absences for Religious Purposes:** EC 46014; BP 5113.1; AR 5113 – The Board shall allow students to be absent for religious instruction or participation in religious exercises away from school property. Such absences shall be considered to be excused provided that: 1) the student shall attend at least the minimum school day, and 2) the students shall be excused for no more than four days per month.



MEDICATIONS/HEALTH SERVICES

- Emergency Card: Students and/or parents should keep the office informed of any special health matters. *All students must have an up-to-date Emergency Card on file in the office.*
- Medications at School: Students who take any medication during school hours must meet the following conditions:
 1. All medications, prescription or over the counter, must be in the original container. The pharmaceutical label must be on the container.
 2. Proper medication forms must be completed by parent and physician. Pick up in the attendance office.
 3. Medications shall be kept in the health office. Provisions may be made for students to carry asthma inhalers. Ed Code 49423; 49480.
 - Asthma and epi-pen exceptions. Students requiring asthma and/or anaphylaxis medications may carry emergency inhalers/epi-pens on their person. However, specific release forms signed by the doctor and parent are required to be on file in the office. All medication forms are available from the school office.
- During 7th and/or 8th grade, the state of California mandates certain health screenings. These include Scoliosis screening for 7th grade girls and 8th grade boys, and vision and hearing screening for all 8th graders. These tests are performed by registered nurses during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations done for their student.
- Physical Education - Limitation by Physician: Medical notes concerning limiting the activity of a student in P.E. *must specify what a student can do, as well as, specific limitations*. Under California Law, no student may be totally exempt from P.E. activity. A parent/guardian may limit the activity of a student with a note for up to three (3) days. Beyond three (3) days, a doctor's note is required. The doctor's note must also include actual dates of limitation. If your child has any physical limitations, please complete the enclosed Modified Physical Education form, or doctor's note and return to the school office. (See back Resource Section for a copy of this form)
- Chronic Illness Form: If your child might be absent more than 3 days in a year due to a medical issue, please see the Front Office (ext. 43100) for a Chronic Illness form to be reviewed by our District Nurse. (Please see resources sections for form)