



Village High School  
ALTERNATIVE EDUCATION

**IMPORTANT ATTENDANCE INFORMATION**

**PLEASE POST BY YOUR TELEPHONE**

*PLEASE CLEAR ALL ABSENCES ON THE MORNING OF THE DAY THEY OCCUR!!*

**ATTENDANCE LINE 925/426-4260**

ALL DAY ABSENCES – Please call and leave your student's name, the date of the absence, the reason for the absence and the relationship of the caller to the student. All absences must be cleared within 72 hours.

LATE ARRIVALS – Late arrivals due to medical appointments or illness are to be cleared by calling the attendance line **before** your student arrives, or by sending a signed note in with your student. STUDENTS MUST SIGN IN AT THE OFFICE AND GET A PASS.

UNEXCUSED LATE ARRIVALS – When a student arrives late, unexcused, s/he is expected to report to the office, not to the classroom. The student must complete a writing assignment, in the office, during that period. Failure to complete the assignment on that school day will result in a cut for the period.

OFF-GROUNDS PASSES – Students are allowed to leave campus **only** if they have a note signed by the parent/guardian, or the parent/guardian has called the office so a pass can be prepared. The note/phone call must contain the date, the reason the student is leaving campus and the time of departure and return.

***STUDENTS MUST SIGN OUT AT THE OFFICE WHEN LEAVING CAMPUS AND THEY MUST SIGN IN AT THE OFFICE UPON THEIR RETURN.***

**ABSENCES CAN BE CLEARED ONLY BY A PARENT OR LEGAL GUARDIAN.**

Please clear on the day of the absence  
**925/426-4260**