

Attendance Policies

San Diego Jewish Academy

858-704-3722

24-hour attendance phone number

or

attendance@sdja.com

The Attendance Office is located in Building "F".

Note: Please do not call the main school number because your message may be lost. Call the number above directly.

Find answers to many common attendance questions below.

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How do I report an absence?

- Call the Attendance Office 24-hour phone line at 858-704-3722 or attendance@sdja.com.
- Parent or guardian must call within 48 hours to excuse an absence.
- When you telephone, please **spell** your student's name, and leave a contact phone number.
- Tell us the date and which periods the student is absent, or whether the absence is all day.
- Give the reason for the absence: Is the student ill? College visit? Family trip? We are supposed to record the reason for the absence.

What if a student arrives late to school?

- Do not bring a tardy excuse note to your teacher. Bring it to attendance so that we can mark you excused on the computer.
- If a student is late to class due to participation in an activity such as Tikken Olam, field trips, ASB, tests, etc., he must bring a pass from the teacher who supervises that activity and get a readmit slip in attendance before returning to class. Otherwise, he will most likely be marked unexcused tardy or absent.

What if a student must leave during school hours?

Students and parents must remember that SDJA is a closed campus. If it is absolutely essential for a student to leave during school hours--for example, for a doctor appointment or other approved appointment--follow the steps below:

- Call the Attendance Office at 858-704-3722 or attendance@sdja.com. and bring a note to the Upper School Office.
- Tell us what time you want your student to leave and the reason for leaving.
- Tell us whether he will return and when, and who will be driving.
- Students must have an Off-campus Pass to leave during school hours.
- **Note: Parents must come to the Attendance Office to meet your student and sign them out, before they may leave campus.**
- **Students who are ill must check out of school through the Nurse's Office or The Upper School Office.**

What if we know about an absence in advance?

- Call the Attendance Office at 858-704-3722 or attendance@sdja.com
- Tell us the date your student will be absent, the reason, and whether it will be all day or only part of the day.
- You may call in advance to request an off-campus pass. This is an especially good idea before school holidays, long weekends, winter and spring break, etc., because

we get tons of calls for off-campus passes the day before a break. Calling ahead will save you from experiencing busy signals when you call.

What should a student do when returning to school after missing class?

- If you return after class has started, come to the Attendance Office for a readmit slip so that you are marked tardy, but not absent.
- Parents will need to call to excuse missed classes and tardies, and give reasons, dates, and class periods for these.

What should a student do when returning to school during an illness?

- Students should **not be in school** when they have a contagious illness.
- Please report contagious illness other than colds, etc., to the school nurse, Jan Capon, at 858-704-3736, so that she can track them.

How does a parent pick up the student from school?

- To retrieve a junior or senior, you must make arrangements before school about where are you going to meet the student.
- The places to meet the student is in The Upper School office.
- Student should pick up an Off-campus Pass from the Attendance Office.
- Student must show the pass to his teacher if leaving a class so the teacher knows if he is going to leave early.
- Student must carry the pass on his person because he needs to be able to show police that he is excused to be off campus during school hours, or may need to be.

When is an Off-campus Pass required?

- An Off-campus Pass is needed any time a student leaves campus during school hours.
- For an Off-campus Pass, please give student name with spelling of first and last names, and student ID number.
- Please report the date needed and time to leave.
- Tell us the reason for leaving campus and whether the student will return.
- Tell us who you are--parent? Guardian?--and who will be driving the student.
- Students who leave campus without a pass will be marked absent.

Who may excuse a student's absence?

- Parent or guardian designated on student's emergency card.
- Students may not excuse their own absences .

- Students who impersonate their parents by phone or note to excuse an absence or tardiness violate the school's Academic Honesty Policy and get a visit to the assistant principal.

Did your student forget something from home?

- The Principal's Office has said we may not deliver items to classrooms.
- Parents may make prior arrangements with their students to leave items for pick up in the Upper School Office. **Please do not ask us to send messages to your students or deliver the items--we are simply not staffed for that!**