



LOS GATOS HIGH SCHOOL

BLOCK BELL SCHEDULE & ATTENDANCE POLICY

2016 - 2017

Odd "Orange" Day

Even "Black" Day

WARNING BELL 8:10

1st PERIOD (90)

Period begins 8:15
Period ends 9:45

2nd PERIOD (90)

Period begins 8:15
Period ends 9:45

TUTORIAL (35)

Period begins 9:45
Period ends 10:20

TUTORIAL (35)

Period begins 9:45
Period ends 10:20

3rd PERIOD (95)

Announcements
Period begins 10:25
Period ends 12:00

4th PERIOD (95)

Announcements
Period begins 10:25
Period ends 12:00

LUNCH (35)

Period begins 12:00
Warning Bell 12:35

LUNCH (35)

Period begins 12:00
Warning Bell 12:35

5th PERIOD (90)

Period begins 12:40
Period ends 2:10

6th PERIOD (90)

Period begins 12:40
Period ends 2:10

7th PERIOD (90)

Period begins 2:15
Period ends 3:45

Occasional Collaboration and Meeting Time

NOTE: In order to excuse an absence, a parent/legal guardian must call the Attendance Office at 408-354-2731. If leaving a voice mail message, it must include the student's name, grade level, reason for absence, and date(s) of absence(s).

Parents or guardians have a 72-hour window within which to place a call to the school to excuse an absence. The 72-hour window begins at the start of the school day that the student is absent.

Students may not leave school without first checking out through the Attendance Office. Failure to check out through the Attendance Office will result in a "class cut" which cannot be cleared.

If a student needs to leave campus before the end of the school day, the parent/guardian must call the attendance office to give permission for the student to leave campus **prior to the designated time.** The student then must come into the Attendance Office to pick up an off campus pass prior to leaving campus.

(Please see reverse for details)

ATTENDANCE CALL-IN POLICY 408-354-2731

In order to excuse an absence a parent or guardian must call the Attendance Office. If leaving a voice mail message, it must include the student's name, grade level, reason for absence (see Attendance page), and date(s) of absence(s). The telephone numbers are below.

Students may **not** leave school without first checking out through the Attendance Office. Please remember, we are legally responsible for your student's whereabouts once he/she has arrived at school. **Failure to check out through the Attendance Office will result in a "class cut" which cannot be cleared.** *If a student needs to leave campus before the end of the school day, the parent/guardian must call the attendance office to give permission for the student to leave campus prior to the designated time. The student then must come into the Attendance Office to pick up an **Off Campus pass** prior to leaving campus.*

Parents/guardians **may not** clear a student's absence for periods missed in the middle of the school day. For example you may not clear a student who misses 3rd period to work on a project for his/her 4th period class.

FOR A FULL DAY ABSENCE:

You have 3 Days (72-hours) to Call in for, **ALL DAY ABSENCES**, or if you are missing the **1st** period of the day. Parents or guardians have a 72 - hour window within which to place a call to the school to excuse this absence. The 72-hour window begins at the start of the school day that the student is absent.

MISSING CLASS AFTER LUNCH

If your student will not be attending the afternoon class or will be late, you must call **during lunch**. Calls made after lunch **will not** excuse your student.

Make-Up Work

It is the responsibility of the student to contact the teacher for make-up work when make-up privileges have been granted. Some teachers limit time allowed for make-up work. For extended absences you may fill out a homework request form.