

Some students do not want to go to school because of:

Bullying & Cyberbullying

Relationship problems with their friends or teachers



Want to be with family

Work is too hard

Harassment

Teachers at school will:

- Take attendance everyday
- Ask for notes if you have been absent
- Check on your wellbeing if you are absent a lot
- Inform family/guardian when you are absent

Time Management Tips

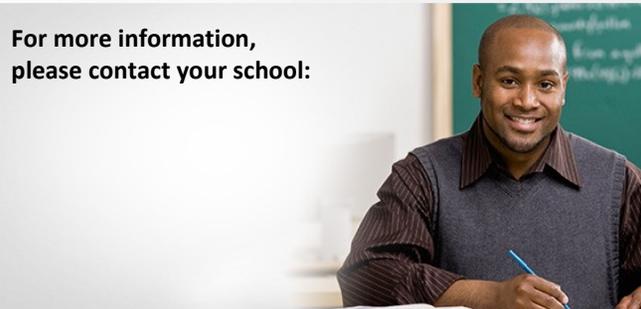
Sometimes, when students are absent, they feel like they are lost due to the missed instruction time. Below are some time management tips that can help you to avoid this. Your success in high school can be greatly improved by being organized and using your time wisely. Remember:

- Use your school planner. List your classes, work, practice, appointments, and class assignments. Make a daily checklist, set priorities, and do the most important tasks first (to do list).
- Set SMART goals: When you set goals that are unrealistic, it sets you up for failure

S	<ul style="list-style-type: none"> • Specific: State exactly what you want to accomplish (Who, What, Where, Why)
M	<ul style="list-style-type: none"> • Measurable: How will you demonstrate and evaluate the extent to which the goal has been met?
A	<ul style="list-style-type: none"> • Achievable: stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?
R	<ul style="list-style-type: none"> • Relevant: How does the goal tie into your key responsibilities? How is it aligned to objectives?
T	<ul style="list-style-type: none"> • Time-bound: Set 1 or more target dates, the "by when" to guide your goal to successful and timely completion (include deadlines, dates and frequency)

- Establish a regular time and place for studying.
- If you have a study hall, use it! Focus on your assignments and to do list in your planner.
- Study when the sun is up! Research shows - for every hour you study before sunset, it will take you one and a half hours to do the same amount of work at night.
- Take study breaks. Several short 50 minute sessions are more affective than one long cram session!
- Review your notes every day. You'll reinforce what you've learned, so you need less time to study. You'll also be prepared if your teacher gives a pop quiz!
- Get a good night's sleep. Running on empty makes your days seem longer and your tasks seem more difficult.

For more information, please contact your school:



Student's Guide

Attendance Information for High School Students

Why you need to be at school...



LakeCounty

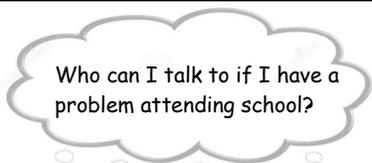
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Attendance & Truancy Division
 19525 West Washington Street
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Why you need to be at school

Responsibility of students...

- ☑ Attend school every day
- ☑ Be punctual to classes and out-of-school programs
- ☑ Inform the school as soon as you know that you will be absent
- ☑ Bring in medical documentation, doctor's notes, or other proof that explains your absence as soon as you return to school.
- ☑ Sign in to the office when late
- ☑ Sign out at the office and hand in a note of explanation when leaving early (follow school policy)



- Teacher
- Guidance Counselor or Social Worker
- Dean or Asst. Principal
- If attendance is a problem for any reason, talk to the person with whom you feel most comfortable

10 tips for keeping on track

☑ **Take attendance seriously**

When you attend school regularly and get to class on time, you are able to do better and will be happier at school.

☑ **Attend regularly**

Have you ever gone into a class and been embarrassed or felt unsettled because you can't figure out what's going on? Maybe it is because you missed something important the day before and now it feels like you will never catch up. Once this cycle starts, it's hard to stop!

☑ **Keep the school and teachers in the loop if you are absent**

When the teachers are aware of your situation, then they can work with you to set up a plan and they will be more understanding when you return to school.

☑ **Catch up with teachers**

If you have missed some classes, make sure you see your teachers to find out how to catch up. They will usually be very understanding and may even have some short cuts to make it easier. Teachers are sometimes busy and may not be able to help right away; just keep trying.

☑ **Understand your out-of-school programs (Tech Campus, work study, or apprenticeships)**

Don't fall into the trap of getting behind because out-of-school programs seem new and different. There are part of your normal program and have attendance requirements just like school classes.

☑ **Be smart**

Use an assignment notebook to remember important dates like test days, assignments, and deadlines. Don't schedule vacations, doctor and dentist appointments during the school day.

☑ **Don't procrastinate**

When given an assignment, set a goal to finish early to avoid a last minute panic. If it is a major assignment, break it down into smaller tasks to make it easier.

☑ **Develop/learn social skills**

School is a great place to make friends. As part of this process you will develop important social and team-work skills.

☑ **Become work-ready**

Understand that school helps you become work ready. School attendance habits prepare you for work attendance habits.

☑ **Access further education and training**

Understand that schools help you prepare for further education and training. The school work habits you learn today will prepare you for your future!



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