

## **Attendance**

Success at El Camino is dependent upon attendance and students are expected to attend all classes each day. **By law**, the only excused absences are illness, medical/dental, family funeral, court appearances, and religious observances. All other absences that are parent approved are cleared but are considered documented unexcused absences. Every attempt should be made to schedule medical and dental appointments outside the school day. Doctor's notes are always accepted to excuse absences but are mandatory when a student reaches the 10 days of parent verified absences. Attendance can be viewed online through the Q Parent and Student Portals.

### **Attendance Procedures**

Parents/Guardians have **five (5)** school days to clear their student's absences. This can be done by sending a note, emailing [ElCaminoAbsence@sanjuan.edu](mailto:ElCaminoAbsence@sanjuan.edu) , or making a phone call to the Attendance Office. The 24-hour Attendance line is 971-7588, or you may contact the attendance office during the school day at 971-7457.

Please give the following information when leaving a telephone message, emailing, or writing a note:

- **Name of person clearing the absence and relationship to student**
- **Student's first and last name (and the spelling of both)**
- **Date(s) of absence(s)**
- **Give reason (e.g., ill, medical appointment, business appointment, etc.)**

### **Early Dismissals (EDs)**

Students who need to leave campus early must notify the attendance office by bringing a note signed by their parent/guardian or have their parent/guardian call the attendance office **before** they leave school on that day. The note must contain the time the student is to leave school. The attendance office will give the student an Early Dismissal form. The student must show the ED to his or her teacher at the time they are to leave. If the student returns to school on the same day they must bring back the ED and sign back in at the Attendance Office before returning to class. The ED will be time stamped and used as a pass back to class. Once students have arrived on campus, regardless of the time, they are never to leave campus without an ED or that constitutes as a Closed Campus Violation. Disciplinary consequences will be assigned for Closed Campus Violations. Absences due to early dismissals in which parents have called in the absence after the fact will be recorded as truancies and disciplinary consequences will be issued for Closed Campus Violation.

### **Illness at School**

If a student becomes ill at school and cannot attend class, the student is to report as soon as possible to the attendance office and a parent will be contacted. The student is NOT to leave campus without getting an early dismissal from the attendance office.

### **Late Arrivals**

When a student returns to school after being absent or tardy for any length of time, **the student must first check in with the attendance office.**

### **Tardies**

Students are expected to arrive to class before the final bell rings. Chronic Tardies will be referred to the VP Office. Prior to being referred to Administration, teachers have the right to assign classroom consequences to students tardy to their class. If you have specific questions about tardies, please check "Q" and/or contact the teacher for the period in which the student was marked tardy.

### **Consequences:**

1<sup>st</sup>-3<sup>th</sup> Tardy = warnings

4<sup>th</sup>-7<sup>th</sup> Tardy = 15 min Lunch detention per tardy

8<sup>th</sup>-12<sup>th</sup> Tardy = 1hr after school detention per tardy

13<sup>th</sup> Tardy = Tues/Wed School (2hr Detention)

16<sup>th</sup> Tardy = Tues/Wed School (2hr Detention) **AND** 1 week Social Probation

19<sup>th</sup> Tardy = Tues/Wed School (2hr Detention) **AND** 2 weeks Social Probation

22<sup>nd</sup> Tardy = In-School Suspension **AND** 1 month Social Probation

25<sup>th</sup>+ Tardy = In-School Suspension **AND** Habitual Truancy Conference **AND** Social Probation until the end of the Semester.

\*All tardies carry possible citizenship grade consequences

## Truancy Policy

After **five days**, absences can no longer be cleared and will be considered truanancies. Intervention and disciplinary consequences will occur according to the Truancy Intervention Flow Chart shown below:

### Student receives 12 – 18 truant periods

- Conference with Vice Principal
- Administrative Detention
- Review of the initial El Camino Parent/student/teacher contract
- Attendance Contract, signed by Parent and Student

### Student receives 19 – 24 truant periods

- Counselor Contacted
- Parent/Student Conference with Administration
- Tuesday/Wednesday School (2-hour after school detention)

### Student receives 25 – 30 truant periods

- Parent/Student Conference with Administration and Counseling
- Two Tuesday/Wednesday Schools
- Work Permit Revoked
- Social Probation for 20 calendar days
- Habitual Truancy Meeting and Contract
- SENIORS: At Risk of not walking at graduation

### Student receives 31+ truant periods

- Habitual truancy meeting to discuss attendance issue and appropriate placement for student (Student, Parent, Administration, Counseling, District Attendance Intervention Staff).
- Possible referral to Student Attendance Review Board (SARB) and transfer to student's school of residence.
- Social Probation for 45 calendar days (may assign additional days if attendance does not improve).
- **SENIORS** who accumulate 36 or more **PERIODS** of truancy will not participate in the graduation ceremony. This number will be prorated accordingly for students who have an open period or enroll after the beginning of the year, for example if a Seniors enrolled at the beginning of the second semester and/or is a mid-year graduate they will not participate in the ceremony if they accumulate 18 or more **PERIODS** of truancy (C = cut, Y = rolled cut, i.e. not cleared in five schools days, and B = 31 minutes late to class).

**NOTE: Violation of the Habitual Truancy Contract will result in a referral to the Districts Student Attendance Review Board (SARB). Students referred to the district for a SARB hearing may be subject to an involuntary transfer to continuation school. Seniors on track to graduate will not be transferred but will be barred from participating in the graduation ceremony.**