

ATTENDANCE

NOTIFICATION OF ABSENCES

Parents must call the attendance office at 997-6110 on the day of the absence. The parent will need to provide the attendance office with the length and reason for the absence. If a student returns from an absence and phone contact has not previously been made, the student must bring a note (*written in pen*) on the day of return to the attendance window, before school, with the following information:

- Student's full name
- Current date
- Specific reason for absence
- Date(s) missed
- Signature of parent or guardian and contact phone number (signature should match the signature on the emergency card)

The student will then receive a re-admit slip to go to class. All absences must be resolved within three school days, or they will become trancies, and a detention for each class period missed will be assigned. If the absence is cleared by a parent after three days, trancies will be cleared but detentions will remain. If the student has been absent excessively, a doctor's note may be required for each new absence or the student may be placed on an attendance contract.

TRUANCY POLICY

Students who are truant from any class **MUST** report to the Attendance Office **BEFORE** returning to the missed class. Students are assigned detention(s) for the missed. One detention will be assigned per period missed. 4 or more period trancies in a single day will result in a Saturday School assignment. In addition, the following consequences apply as trancies are accumulated per period:

Third Truancy	Teacher contacts parents
Fourth Truancy	Referral to counselor; Parent notified Saturday School assigned
Fifth Truancy	Saturday School assigned
Sixth Truancy	Parent attends class
Seventh Truancy	Saturday School assigned
Eighth Truancy	Parent Conference with Administrator
Ninth truancy	Student is reported to SARB (School Attendance Review Board)

TARDIES

Promptness is an important component of personal success and good character. Furthermore, it demonstrates respect for others. Tardiness disrupts the learning process and infringes on the right of those who are prompt to class.

CONSEQUENCES:

First Tardy	Teacher Consequences
Second Tardy	Teacher Consequences; parent notified
Third Tardy	Teacher assigns school detention; Parent notified
Fourth Tardy	Referral to counselor; Parent notified; (one) contract submitted
Fifth Tardy	Saturday School assigned
Sixth Tardy	Parent attends class
Seventh Tardy	Saturday School
Eighth Tardy	Parent conference with Administrator
Ninth Tardy	Student is reported SARB (School Attendance Review Board)

REQUESTING CLASSWORK WHEN ABSENT

Classwork will not be collected by the office until the student has been absent for three consecutive days. Please contact the counselling office if you need this support service. Twenty-four hour advance notice is needed for assignments to be effectively gathered from teachers. For shorter absences, it is suggested students contact other students in the class.

LEAVING CAMPUS

El Modena High School is a closed campus. Students must have parent/guardian permission to leave during school hours. Students will only be released to individuals listed on the emergency card. To obtain permission to leave campus, a student must bring a note from the parent/guardian with the following information:

- Explanation of the need for the student to leave campus
- The time the student is to be off campus
- The date the student is to be off campus
- A parent signature (which must match the signature on the emergency card)

The note must be received in the attendance office prior to the student leaving campus. If the student is going to leave during class time, a pass will be issued to the student to present to the teacher. If the student is going to be leaving during a passing period, nutrition, or lunch, the off campus pass must be picked up at the attendance office prior to the student leaving campus.

If a student leaves campus without prior permission from the office, the absence will be unexcused. **If the parent chooses to clear the absence after the fact, the absence will be cleared in the computer but two detentions will be assigned for leaving campus without permission.**