

## New 10-Point Attendance/Tardy Policy

Saddleback Valley Unified School District

E 5113

### STUDENTS

#### ABSENCES AND EXCUSES

##### **Ten Point Unexcused Absence, Truancy, and Tardy Policy for Comprehensive High Schools**

Irregular attendance is one of the major constraints in maintaining a quality educational program for high school students. There is no more important variable than time spent on task in the classroom under the guidance of a professional educator. Attendance is taken every day in every classroom and students are required to be to class on time. Unexcused absences, truanies, and tardies are assigned a point value based on the following criteria:

1 point            **Unexcused Absence**

Examples of unexcused absence include vacation, oversleeping, car trouble, driver test, out-of-town visitors, weddings, missed bus, personal/business reasons, out of gas, and traffic citations.

1 point            **Truancy**

Absent without permission, not clearing legitimate absence within three (3) school days, and leaving campus during the school day without prior permission.

1 point            **Tardy**

A student who is not in his/her assigned seat when the bell rings is considered tardy.

#### **Unexcused Absence/Truancy Procedures**

During the semester, a 6-10 point system is utilized to notify parents of students who are excessively absent or truant. If a student reaches the point totals below for reasons other than an excused absence(s), the action noted will be taken:

6 points/or 5 truanies            Parent will be notified by letter from the attendance office

10 points/or 6 truanies            Student will be placed on an attendance contract. Parent will be notified of the action and may discuss unique circumstances.

When a student obtains a combined total of 10 attendance and/or tardy points, or 6 truanies, a conference is held with the students by the Assistant Principal/Supervision. The student is placed on an attendance contract. The parent is informed of the action and provided with a copy of the contract. After a student is placed on an attendance contract, all absences must be phoned into the Attendance Office by the parent/guardian on the day of the absence, no notes will be accepted.

Contract violation: Student will be withdrawn from the class with a subsequent loss of credit and a letter grade of "W/F". Parent will be notified by the Assistant Principal/Supervision Office.

**Note:** *Attendance Policy works in conjunction with the Unexcused Tardy Procedures Policy.*

### Unexcused Tardy Procedures

A student who is not in his/her assigned seat when the tardy bell rings is considered tardy. After 15 minutes, a student is considered tardy and must check in at the Attendance Office and receive a re-admit slip before going to class. **TARDIES ARE ONLY EXCUSED FOR ILLNESS OR MEDICAL APPOINTMENTS.**

It is a reasonable expectation that in order for a learning activity to exist, students must arrive to class on time. Students who continually do not meet this expectation are considered to be in defiance of authority. To help insure that students arrive to all classes punctually, the following procedures have been established. These procedures are for unexcused tardies and directly involve the student, parent, teacher, and administration. Tardies are recorded every day in every class period.

- Tardy 1 Teacher notifies the student of the unexcused tardy.
- Tardy 2 Teacher notifies the student of the unexcused tardy.
- Tardy 3 Teacher assigns the student to detention. A computerized letter is sent to the parents to notify them of the student's status.
- Tardy 4 Administrator assigns the student to Saturday School after the teacher has notified the Administrator of the student's fourth tardy by sending the student to the Supervision Office on a referral.
- Tardy 5 The student is placed on a Tardy Contract which states that further unexcused tardies will constitute defiance of authority and will result in the actions outlined below. Parents are notified of the contract terms and invited to review the student's records by the Assistant Principal/Supervision. (No need to send a referral; computer prints out the contract).
- Tardy 6 A "U" in citizenship is assigned to the student grade for the semester. Teacher notifies parents of student's status by phone call or during a conference. (The teacher must notify the Administrator after three unsuccessful attempts to contact the parent within five working days. It then becomes the responsibility of the Administrator to contact the parent.)
- Tardy 7 The student's grade is lowered one grade for the semester as specified by the Tardy Contract. Parents are notified of this action by the teacher.
- Tardy 8 The eighth tardy violates the terms of the Tardy Contract and constitutes further defiance of authority, and the student is dropped from the class with a "WF" and parents are notified. Please send student to the Assistant Principal/Supervision Office on a referral.

It is the responsibility of the school to follow the procedures outlined above. The consequences of unexcused tardies will not be moved to the next step unless the action of the previous step has been verified.

Please note that one point is assigned for each classroom tardy. Tardy points will be counted as part of the District's Attendance Procedure Policy (10 points). If a student exceeds the 10 points/or 6 truanancies in any class, the student will be withdrawn from the class with a subsequent loss of credit and a letter grade of "F". Parent will be notified by the Assistant Principal/Supervision Office.

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