



Adolfo Camarillo High School

Attendance Office Informational Sheet



Please note that **NOT ALL absences are considered excused** per California Educational Code (EC 48205)

Reminder:

- Full day absence and late arrivals should be reported to the attendance office within 3 school days. Absences reported after 3 school days remain as **unexcused**.
- For early release, please make sure to **follow off campus pass procedures**. If a student leaves without an off-campus pass, attendance cannot be excused due to closed campus policy.
- **School note form** is available at front office & on school website for your convenience.

ACHS Closed Campus

The Oxnard Union High School District has adopted a **closed campus policy** for each of the high schools. Once students arrive at school, they must remain on campus until the end of the school day, **unless** they have brought **written authorization** from their parents/guardians and received permission from school authorities to leave for a specific purpose. Students who leave campus **without** such authorization shall be classified as **truant**.

Off-Campus Procedures:

- Off-campus Requests cannot be submitted after 2:45PM
- If parents need to pick up their student, please check them out through the **front office** and obtain a **PINK** off-campus pass.
 - *Note that summoning a student out of class may take on average about 15 minutes.*
- Written requests may be submitted for an off-campus pass at **Office Window 3**. The STUDENT is responsible to pick up pass from the office BEFORE they leave.
- If returning to school, bring the **PINK** off-campus pass back to the office and obtain a **readmit slip**.
- ***If your student is feeling ill during class, they must obtain a written pass from the teacher to report to the health office.***

Make sure you have your OFF-CAMPUS PASS before leaving

****When a student leaves without an off-campus pass, the absence is unexcused****

Please report absences via response to Parent Square notification,
written note or call Attendance Hotline Message Center: (805) 389-6471

If you have any questions, please contact **Attendance Advisor**: (805) 389-6471

FAILURE GRADES DUE TO ABSENCES /TARDIES-(Board Policy 5121)

In keeping with the philosophy that regular student attendance in all classes is a critical factor in achieving educational success; the following administrative procedures will be implemented:

1. Teachers in the Oxnard Union High School District may give a failing (F) grade to any student whose unexcused absences in the class **total eight (8) or more** days during any given semester.
2. Teachers shall review their grading standards with all students enrolled in their classes at the beginning of each semester.
3. If a student has an unexcused absence and does not subsequently turn in homework, take a test, or fulfill other class requirements which the student missed, the teacher may lower the student's grade for non performance. Teachers shall inform students about the class grading standards at the beginning of each semester.
4. A reasonable opportunity for the pupil or the pupil's parent or guardian to explain the absences will be provided by each school site. Proof of excuse must be provided to school officials within three (3) school days following the day of absence.
5. The failing grade(s) assigned to the pupil on the basis of excessive unexcused absences will be noted on the student's transcript and on the grade report with "FA" (Failure due to unexcused absences).
6. Any student who is thirty (30) or more minutes late to an assigned class will be considered absent.
 - 6.1. Tardies 1 to 9 – Each site has various steps and consequences for these tardies.
 - 6.2. 10th Tardy – Any student who has received ten tardies will remain in the assigned class. Should the student become a discipline problem, the student will be removed from class. **Students who receive ten (10) tardies** may end up failing the class due to non-participation.

***5113 Board Policy/Administrative Procedures - Subject Excused Absences Method of Verification Point 4.**

Physician's Verification: (b.) when a student has had **14 absences** in the school year for illness verified by methods listed in #1-3 (see OUHSD Web Page Board Policies), **any further absences for illness shall be verified by a physician.**

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www.camarillohigh.us/students-parents/attendance