



# EL MODENA HIGH SCHOOL

## ATTENDANCE PROCEDURES

### **Returning from an Absence:**

- Parents call the attendance office at (714) 997-6110 for English or (714) 628-5642 for Spanish on the day of the absence and provide the length and reason for the absence.
- The student can bring a note on the day of return to the attendance window with the following information: Student's full name, current date, specific reason for the absence, date(s) of the absence and a signature of parent/guardian with contact phone number. This can be handled remotely in periods where students are attending school via virtual means. Call the attendance office for more information.
- If the student's absence is not cleared **within three school days** of returning to school, the absence will be considered a truancy and a Saturday School will be assigned. If the absence is not cleared **within three school days**, students may face the corresponding consequence.

### **Period Absence:**

- After clearing any 24 single-period absences for the school year, El Modena High School can assign corresponding consequences (i.e. detentions, Saturday schools).
- All single period absences must be cleared **within three school days**.
- If a student obtains 30 or more absences from a single period during the school year, that student may not be eligible to participate in school activities (i.e. dances, athletics, senior activities).
- Students must have administrative approval in order to exceed the allowable number of absences.

### **Leaving Early:**

- Students **MUST** bring a note to the Attendance Office to pick up an off campus pass.
- Students who leave campus without checking out at the Attendance Office will be considered truant and receive disciplinary action.

### **Truancy:**

- Students will be assigned detention for an individual period truancy and Saturday school for a whole day truancy. Please keep in mind, individual period truanies can easily accumulate to Saturday school detention hours. Habitual truanies will result in parent meetings and possible attendance contracts. Continued truanies will be referred to the District School's Attendance Review Board held at the Orange Police Department.

## **Zero Period:**

- If a student has more than 24 absences to zero period, this may result in the removal of a student's zero period class from their schedule. The following absence guidelines will be followed for zero period:
  - Zero Period Absences 1 thru 24 per year: Must be cleared through EMHS Attendance Office
  - Zero Period Absence 25-26 per year: Parent, Teacher, and EMHS Support Staff attendance meeting
  - Zero Period Absence 27 per year: Administrative Action (Possible removal of zero period)
  - Excessive tardies to zero period may result in the removal of extracurricular activities or zero period.

*\*Please note, if a student arrives 30 minutes late to a zero period, per Ed Code, they must be marked absent. In addition, after clearing any 24 single-period absences for the school year, El Modena High School can assign corresponding consequences (i.e. detentions, Saturday schools).*

## **Getting Sick at School:**

- Students must report to the Health Office. The Health Clerk will call the student's parent/guardian. When not feeling well, students should inform a teacher or administrator and proceed directly to the health office. Students should not go to the restroom or attendance office prior to being seen in the health office. Students will be released to their guardian from the health office.

## **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 upon the rights of those who are prompt to class. All tardies are cumulative and are not based on individual class periods. If tardies are not cleared within **three school days**, students will face corresponding disciplinary consequences.

## **Consequences:**

- Tardies 1 thru 3: Warning
- Tardies 4 thru 7: 1 hour detention
- Tardy 8 – 10: 2 hour detention
- Tardy 11 or more: Administrative Action (This could include but not limited to Saturday School, Parent Attendance at School, Behavior Contract, In-school Suspension, and/or Tutorial)

