

ATTENDANCE POLICIES AND PROCEDURES

As taken from the SMCHS 2023-2024 Parent Student Handbook

Aeries Program

Parents and students who wish to monitor attendance records at Santa Margarita Catholic High School can access Aeries, an online program that allows parents and students to review official school records. Aeries is accessible through the school's homepage. Aeries access instructions are emailed to new SMCHS students/parents at the beginning of the school year. If you need to reset your password, use the "Forgot Password?" option on the site login screen. For additional assistance, please email aeriesportal@smhs.org. The direct link for the Aeries Portal is <https://aeries.smhs.org/Parent/LoginParent.aspx>.

Absences

Please follow the procedures outlined below when your student is absent from school for any reason.

Full Day/Partial Day

If the student is to be absent for part of or all of any school day(s), a parent or legal guardian must call the Attendance Office BEFORE 8:00 a.m. on the day of the absence at (949) 766-6020. **Emails and notes are not accepted.** Provide the following information to the Attendance Clerk:

- Student's name and grade
- Reason for absence
- Relationship to student
- Parent's phone number should confirmation be necessary

Full day absence is defined as missing an entire school day. Partial day absence is defined as missing one or more periods during any part of the school day. If you have called your student in absent for the entire school day, and they end up coming to school that same day, please call the attendance office with the time your student will be arriving at school and have the student report to the Attendance Office upon arrive to the school.

Off Campus Permits

Once a student is on campus, the student may not leave campus for any reason without an approved off campus permit. Off campus permits will be issued only by the Attendance Office with a call from a parent/legal guardian. Please provide ample time for your student to retrieve their permit by calling the Attendance Office before the start of the school day.

Provide the following information to the Attendance Clerk when requesting an off campus permit:

- Student's name and grade
- Relationship to student
- Reason for early dismissal request
- The time the student needs dismissal from campus

Students should secure an off campus permit before school starts and should show the permit to their teacher for the period they are leaving. If circumstances dictate an unscheduled off campus situation after the start of the school day, a parent/legal guardian can call in the request. In this circumstance, to avoid classroom interruption, the Attendance Office will not deliver the permit or call the classroom unless it is an emergency. The attendance office will verify the identification of the caller using information available in Aeries.

The school discourages the scheduling of appointments during the school day. The use of off campus privileges should be kept to a minimum and used only when absolutely necessary. Students with excessive absences may be denied off campus permits.

Students who become ill during the school day and want to go home must be evaluated by the school nurse. Please direct your student to the Nurse's Office who will then contact the parent/guardian for the student to be released. Please do not call the Attendance Office to dismiss your student from school if they fall ill during the school day. If you have any questions, call the Nurse's Office at (949) 766-6029.

Homework for Student Absences

Homework can be found on the individual teachers' Teams Page and/or OneNote Notebook when students are absent.

Readmittance Procedures

Upon returning to school after an absence a student will not have to obtain a readmit and may report directly to class if a parent/guardian called the Attendance Office on the day(s) of the absence.

Students will have to obtain a readmit for the following situations:

- Students must obtain a readmit prior to the start of the school day if there has been no call to the attendance office reporting an absence.
- Students must obtain a readmit if they come to school after the start of the school day.
- Students must obtain a readmit if they leave campus and return on the same day.
- Failure to obtain a required readmit will result in a 45-minute detention.

A prolonged absence (3 or more days) may require a note from a doctor's office for readmittance to school.

ABSENCE DESIGNATIONS

Santa Margarita records absences using the following designations:

Excused

"Excused" absences include:

- Student Illness/Other physical disablement
- Medical, dental, optometric appointment and/or legal/court appearance
- Attendance at funeral with prior permission
- Illness or death in immediate family
- Participation in school-related athletics/activity
- School approved family trip/obligation
- School approved college trip
- Personal family obligation

Christian Service commitments are expected to be completed outside of class time. Any service completed during school hours must be pre-approved by the Christian Service Coordinator to be considered an excused absence.

Work missed because of an excused absence must be made up in accordance with the teacher's classroom policies.

Unexcused

Failure to properly report an absence or follow readmittance procedure will result in an absence being recorded as "Unexcused." Absences for any reason not listed above are considered "Unexcused." Schoolwork, assignments, and/or tests missed because of an unexcused absence cannot be made up.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detentions(s), Saturday

Detention(s), Parent Conference, Suspension, Probation, possible Involuntary Withdrawal, Expulsion from SMCHS. Schoolwork, assignments, and/or tests missed because of an unexcused absence may not be made up.

Truancy

Truancy is defined as being absent from school without the knowledge and consent of parent/guardian and proper SMCHS authorities, for part or all of any school day. Failure to clear (provide verification for excuse of absence) an absence within two days will result in a referral and appropriate consequences for an unexcused absence.

Period Truancy

Period truancy is defined as being absent from any class period for 15 minutes or more without appropriate notification.

Full Day Truancy

Full Day truancy is defined as being absent from school for a full school day without appropriate notification.

Consequences

To be determined by the Dean's Office. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: After-school Detentions(s), Saturday Detention(s), Parent Conference, Suspension, Probation, possible Involuntary Withdrawal, Expulsion from SMCHS. Schoolwork, assignments, and/or tests missed because of a period or full day truancy may not be made up.

Tardiness

Tardiness is defined as a student late to school or class during the first 15 minutes of the period. It is the responsibility of each student, with the support of parents/guardians to be on time to school and each class. A student's tardy may be excused if it is due to:

- Student Illness/Other physical disablement
- Medical, dental, optometric appointment and/or legal/court appearance

AM Tardy

A student who is tardy in the morning must report directly to the Attendance Office. The parent/guardian must call the office to report the cause of the tardy. AM tardies are determined to be excused or unexcused by the Deans. Late car pools, transportation, and parking problems are not excused. Students getting readmits should give themselves ample time to secure their readmit and be in class on time. There is usually a line in the Attendance Office in the morning. Getting a readmit is not an excuse for AM tardiness.

Consequences (per quarter)

- AM Tardy #1 Warning
- AM Tardy #2 45 Minute Detention
- AM Tardy #3 60 Minute Detention
- AM Tardy #4 75 Minute Saturday Detention
- AM Tardy #5 3 Hour Saturday Detention, Parent Notification
- AM Tardy #6 3 Hour Saturday Detention, Parent Notification
- AM Tardy #7 3 Hour Saturday Detention, Parent Notification
- AM Tardy #8 Parent Conference, Accountability Agreement, Probation. Continued violations may result in Involuntary Withdrawal from SMCHS.

Class Tardy

Class tardy is defined as arriving to the classroom after the late bell sounds. A student who is tardy to a class should report directly to that class. After 5 minutes the student is considered absent and should be sent to the Attendance Office for a readmit and consequences for period truancy.

Consequences

Consequences for class tardy are to be determined by the teacher and consistent with school policy. Teachers may issue a referral to a student who is verifiably chronically tardy to class (3 or more tardies).

Extreme Tardy

Extreme Tardy is defined as being more than 15 minutes late to school or class. Students should follow the AM tardy procedures upon arrival at school.

Consequences (per semester)

- Extreme Tardy #1 ... 60 Minute Detention
- Extreme Tardy #2 ... 75 Minute Saturday Detention
- Extreme Tardy #3 ... 3 Hour Saturday Detention, Parent Notification
- Extreme Tardy #4 ... 3 Hour Saturday Detention, Parent Notification
- Extreme Tardy #5 ... 3 Hour Saturday Detention, Parent Notification
- Extreme Tardy #6 ... Parent Conference, Accountability Agreement, Suspension, Probation. Continued violations may result in Involuntary Withdrawal from SMCHS.

Pre-Planned Absences (College Visits/Trips)

Pre-planned absences from school for any reason must receive prior approval from the Attendance Office. The absences will count toward the excessive absence policy. Please refrain from taking vacations during school days.

The following procedure must be followed to ensure the absences being recorded as "Excused."

- Obtain an Application for [Planned Time Off Request Form](#) in the Attendance Office or school website.
- The Parent/Legal Guardian must complete the form indicating the specific reason(s) for the absence on the application.
- The student must submit the form, with teacher signatures, to the Attendance Office.
- The Dean of Students considers the completed request. If the planned absence is not approved, the family will be notified.

It is the responsibility of the student to make up all in-class work, assignments, and tests missed due to a planned absence, according to each teacher's guidelines. Failure to make up work will result in loss of credit. Schoolwork, assignments and/or tests missed because of an unexcused absence may not be made up.

Excessive Absence Policy

Santa Margarita Catholic High School considers student attendance to be essential for academic success. Time away from the classroom decreases instructional time. To that end, SMCHS has established a policy whereby academic and/or class credit may be revoked if a student's absences are considered excessive. It is the parent's responsibility to see that their son or daughter attends school every day, unless excused for a valid reason.

Class Grade

Students are permitted a total of fourteen absences (excused or unexcused) per class per semester (school related activities excluded). Attendance is based on semesters and is not cumulative. For a student to be considered having "attended" a class meeting, he or she must be present for at least 75% of the class time. More than fourteen absences in a class will result in the following consequences:

- 5 percentage points will be deducted from the semester grade as a result of 15 absences.
- An additional 5 percentage points will be deducted from the semester grade as a result of 20 absences.

Appeal Process

When a student has reached or exceeded the maximum number of absences for a course during a semester, the family may appeal the consequences to an ad hoc attendance review board established for just such a purpose. Deliberations of the committee shall be private. Following the meeting the decision of the committee will be communicated to the parents.

Withdrawal Due to Excessive Absences

Regular attendance at school is essential for academic success at Santa Margarita. A student's grade will be affected by excessive absences since it becomes extremely difficult to make up missed assignments while continuing to move forward with new work. When it becomes necessary for a student to miss a segment of school beyond two weeks or absences have become excessive due to medical or psychological reasons, the school will ask the student to withdraw from Santa Margarita for the remainder of that semester and enroll in another accredited school while they are recuperating. Should the student wish to return to Santa Margarita a transcript from the accredited school must be sent to the Registrar at the end of that semester or year. A meeting must be scheduled with the Academic Office and the student's counselor before the student is permitted to reenroll through the Admissions Office.