



ATTENDANCE

Regular attendance is essential to school success. Please be familiar with the following policies regarding your student's attendance. Feel free to contact the Attendance Clerk with any questions.

ABSENCES

The only excused absences/tardies are for illness, medical appointments, death in the immediate family, or court appearance, if documentation is submitted. Absences for other reasons may be cleared by administration with prior written request. **Excused absences over 10 days in a school year may require verification from a medical professional (Doctor's note) or from the school's Health Technician or School Nurse.**

To Report an Absence a **Parent or Guardian** may:

1. Call our office 909-464-9938
2. Report an Absence online (must be logged into our website)
3. Send a note in with the student upon their return to school. The note must include the reason for the absence, the student's full name & grade, the date of the absence, and the parent's name and signature.
4. Email the Attendance Clerk (with the same information as above)
Jeanne_Sexton@chino.k12.ca.us

Parents/Guardians have 5 school days to verify absences via phone, written note, email or online report. After 5 days, a student will be considered truant.

TARDIES

A student is considered **tardy** when he/she is not in his/her seat when the class bell rings. Teachers may assign consequences in accordance with their class rules and expectations. Students arriving after school has started must report to the Attendance Clerk. Parents should stress the importance of being in class on time as part of responsible school behavior. Students who have multiple tardies to school may be addressed with the tardy policy listed below (per Trimester):

- Tardy #1 & #2 Warning
- Tardy #3 One administrative lunch detention assigned.
- Tardy #4 • One administrative after school detention assigned and parent contacted
- Tardy #5 - #9 Referral to Assistant Principal, Additional administrative detentions assigned, Assistant Principal contacts parent/guardian, parent conference may be requested
- Tardy #10 Referral to School Attendance Review Team(SART)

HOMEWORK REQUESTS

Absences less than 3 days: Please utilize the teachers' class pages on the website to view posted work or email the teachers directly.

Absences of 3 days or more: Parents/Guardians may request homework by calling the office. Requests received before 8:00AM will be available for pick-up after school until 4PM. Requests after that time may not be available until the next school day.

INDEPENDENT STUDY REQUESTS

Students who know in advance that they are going to miss between 5 – 20 school days are encouraged to notify the Attendance Clerk. An Independent Study Contract is available through March 23rd of the school year. Independent Study will ensure that all days missed will be considered excused absences if the student completes the pre-established work designated by each teacher for credit.

To Request Independent Study:

- Parent shall request an appointment with the Attendance Clerk before or after school for both parent and student to sign the Independent Study Contract at least 10 days prior to absence.
- The Independent Study Coordinator shall request work from teachers and have a work packet available for student pick up the school day prior to the first day of Independent Study.
- Student shall submit completed work to the Attendance Clerk in the morning on the first day of return to school. No late work is accepted.

TRUANCY NOTIFICATIONS

Per California Education Code, any student who has three or more unexcused absences or has been tardy for over 30 minutes on three or more days, is considered to be truant. (EC Section 48260)

Truancy notifications are automatically generated after a fixed number of unexcused absences and/or tardies.

- 1st Letter = 3 unexcused absences
- 2nd Letter (SART Meeting) = 6 unexcused absences
- 3rd Letter (SARB Hearing if necessary) = 9 unexcused absences