



EDITH FUNES  
PRINCIPAL  
MIDDLE SCHOOL



ALLIANCE  
OUCHI-O'DONOVAN  
6-12 COMPLEX

DEA TRAMBLE  
PRINCIPAL  
HIGH SCHOOL



## **ATTENDANCE POLICY**

Student academic and personal success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school.

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is our policy that students attend class regularly; that work missed because of school related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible.

The 9-12 learning community at Alliance Ouchi/O'Donovan 6-12 Complex strives to achieve our goal of at least a 95% attendance rate each month and for the entire school year.

### **STUDENT MEDICAL APPOINTMENTS/REQUEST FOR EARLY RELEASE FROM SCHOOL**

The 9 – 12 learning community dismisses at 1:45 pm on Wednesdays. We encourage you to make any medical appointments after that time.

Requests for early release/pick-up will not be honored for personal reasons or medical appointments set to occur one hour prior to the end of the instructional day.

### **- ABSENCES**

#### ***PARENT NOTIFICATION OF STUDENT ABSENCE***

A staff member will call home within the first forty-five minutes of the start of the instructional day if a student is not present. Parents should call the school to explain the reason for the student absence, if possible, before 9:00 a.m.

#### ***PROCEDURE FOR CLEARING ABSENCES***

When a student returns to school after being absent, he/she must provide the Main Office with a dated note from a parent/guardian explaining the reason for the absence and the duration. After office staff has verified the letter, the student will receive a "PRC" Permit to Re-Enter to Class.

The student must keep the PRC in a safe place and present it to each teacher at the beginning of each period until ALL periods have "cleared" the absence(s).

Students will not be admitted to class without a PRC.

Absences 3 consecutive days or longer due to illness require a doctor's note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

### **- EXCUSED ABSENCES**

Absences are those that are recognized by the state as legal excused absences upon parent providing written explanation to the school upon the date of return:

- **STUDENT ILLNESS:** If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others;
- **IMMEDIATE FAMILY ILLNESS OR BEREAVEMENT:** Serious illness or death in the student's immediate family necessitates absence;
- **RELIGIOUS OBSERVANCE:** Special/recognized religious holiday observed by student's faith;
- **COURT ORDER:** A required appearance in a court of law;
- **VERIFIED DOCTOR'S APPOINTMENT:** Medical, dental or vision appointment where the physician's office provides written excuse.

### **UNEXCUSED ABSENCES**

Absences not defined above as "excused" are unexcused absences, also included are:

- Unverified absence



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- Truancy
- A Tardy of fifteen minutes or more
- Absence due to taking an early vacation or extending a vacation

#### **LONG-TERM ABSENCES**

Long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student's long-term absence will seriously impact his/her mastery of standards. Parents/guardians must contact the Principal if a student must be absent for an extended period due to illness, injury, or family emergency. Extended absences due to emergency family travel must have PRIOR approval by the principal. [NOTE: Such absences must be made well in advance with the school principal, and are only "excused" if the student is in good academic standing (no NPs), student completes terms of work contract previously agreed upon by the student's teacher(s), parent, student, and administration.]

#### **MAKE-UP ASSIGNMENTS**

Students must make up all assignments, tests, and quizzes upon returning to school. Students should always try to get his/her assignment(s) from their classmates and/or the school's website while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student's responsibility to turn in work and make-up a missed assessment. We do not have a no late work policy. Additionally, missing due dates will result in zeros.

A student who will be absent for three consecutive school days may get his/her assignments by contacting their teachers directly. When requesting assignments, please keep the following in mind:

1. Upon a request for missed work, teachers will submit the assignment to the student within 24 hours of the request.
2. Please do not request assignments for students who have been or will be absent fewer than three consecutive school days.

#### **TARDINESS POLICY**

The instructional day begins at 7:50 a.m. with the ringing of the warning bell. Students are expected to be in seats ready to engage in the instructional program by 8:00 a.m. A student who does not meet this expectation is considered tardy and will be detained in the office until parent notification has been made.

A student is considered "tardy" when s/he:

- is not in his/her seat in the classroom when the tardy bell rings.
- is outside of the classroom without a legitimate school pass when the tardy bell rings.
- does not arrive at class PRIOR to the ringing of the tardy bell.

To provide our students with the best possible education, each Alliance campus has adopted a **Tolerate No Tardies (TNT) Policy**. Under the *Tolerate No Tardies Policy*, a student who arrives at school after 8:00 a.m. is considered tardy. All students who are tardy must report to the office for a tardy slip. A tardy may be excused ONLY with written verification from a parent/guardian upon THE STUDENT'S ARRIVAL AT SCHOOL or if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse.

In the Parent/Student/Staff School Compact which states "students can and will achieve when there is a collaborative effort between staff, administrators, parents and students..." students and parents are expected to plan their time effectively in order for students to arrive to class on time at 7:50 a.m. It is our belief that each child should be entitled to maximum instructional time each day, each period; therefore a tardy policy will be implemented which supports and reinforces our school's mission. Unexcused tardies to school are cumulative for the duration of one semester with the following consequences in place for tardiness:



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Each 5-week period we will re-evaluate tardies using the following criteria:

<b><u>MORNING TARDIES</u></b>	<b><u>BETWEEN CLASS TARDIES</u></b>
1 <sup>st</sup> Tardy, warning & Parent Notification	1-2 TARDIES – WARNING
2 <sup>nd</sup> Tardy, warning & Parent Notification	3-4 –LUNCH DETENTION
3 <sup>rd</sup> Tardy, Parent Conference with Assistant Principal & 2 HOUR detention	5 OR MORE – PARENT CONFERENCE
4 <sup>th</sup> Tardy - Saturday School detention	
5 or more Tardies - In School Suspension & Principal Conference	
6. Referral for services	