



Norco High Attendance Policy **Parents & Students**

Tardies (per semester)

- 1 – 2 = Teacher warning
- 3 – 5 = Lunch Detention
- 6 – 10 = Referral
- 11 – 15 = SART contract
- 16+ = SARB referral

1. **Ensure** students are at school at least 15 minutes before first bell (7:25am).
2. **1st Period:** Less than 15 minutes late without excused note, proceed to class.
3. **2nd-6th Period:** Less than 15 minutes late, proceed to class.
4. **Excused note** (1st only): Proceed to Attendance.
5. **Over 15 minutes late without pass** (all periods): Proceed to Attendance
6. **Detentions** must be served at lunch Tuesday-Friday only
7. **Referrals:** May result in ACP on Wednesday, 7:30-8:52am, parent conference, SART/SARB contracts.

By the mere nature of arriving late and missing school hours, students receive fewer hours of instruction than students who are in class when the bell sounds.

Absences (per school year)

- 3 days (or 18 periods) excused = Courtesy Letter
- 7 days (or 42 periods) excused = Warning Letter
- 12 days (or 72 periods) excused = SART contract

1. Avoid Doctor Appointments during school hours.
2. If you need to pull out your child, do so by going through the Attendance Office (texting students will not be accepted). Please call 951-736-3247.
3. **If your child is sick at school, he/she *MUST* report to the Health Office first.** If your child texts/calls you, tell them to go the Health Office, you will be notified from there.

Consider this equation, "If X doesn't happen then you will have lower grades." Consequently, not being in class for instruction and times spent on subjects will result in less understanding on tests and homework

Truancies

- Count concurrently with excused absences for SART/SARB (Attendance contracts)
- Referral
- ACP Wednesdays 7:30-9:00

1. The Attendance Office has 2 weeks to clear an absence before date is locked out per California policy. Uncleared absences will be counted as Truancies.
2. Parents cannot clear an absence if a student has arrived to campus first and did not check out through the Attendance Office. Student will be marked as truant.

Poor attendance can hurt academic performance and set a pattern for years to come. Parents can be powerful allies in preventing the problem and creating solutions to reduce student absences and pave the way for academic success.