



Norco High Attendance Policy

Staff

Tardies (per semester)

- 1 – 2 = teacher warning (per period)
- 3 – 5 = Lunch Detention
- 6 – 10 = Referral to Mr. Amabile
- 11 – 15 = Referral/SART to Amabile
- 16+ = Referral/SARB to Amabile

Absences (per school year)

- 3 days (or 18 periods) excused = Courtesy email to Parent/Guardian
- 7 days (or 42 periods) excused = Warning Letter/email to Parent/Guardian
- 12 days (or 72 periods) excused = SART meeting with Parent/Guardian

Truancies

- Count concurrently with excused absences for SART/SARB
- Referral to Mr. Amabile
- ACP Wednesdays 7:30am-9:00am

1. **1st Period:** Less than 15 minutes late without excused note, proceed to class. **Do not send students to the office!**
2. **2nd-6th Period:** Less than 15 minutes late, proceed to class. **Do not send students to the office!**
3. **Excused note** (1st only) proceed to Attendance Office
4. **Over 15 minutes late without pass:** (all periods), proceed to Attendance Office
5. **2nd-6th with pass:** go back into attendance and change to L or email Josie Ruvalcaba about change.
6. **Detentions** will be at lunch in the Little Theater Tuesday-Friday. No after school detentions.
7. **Referrals** may result in ACP on Wednesday, morning, parent conf., SART/SARB

1. **Students** will not be released from class without a slip or call from the front office or Attendance.
2. **If a student feels ill, send them to the Health Office with another student.** (If serious, call Security)
3. **Contact** Josie Ruvalcaba in Attendance, Trisha Sanzari (A-L) or Kathie Castillo (M-Z) in the A.P. Office about excessive absences.

Josie Ruvalcaba – jruvalcaba@cnsd.k12.ca.us

Trisha Sanzari – tsanzari@cnsd.k12.ca.us

Kathie Castillo – kcastillo@cnsd.k12.ca.us

Tony Amabile – aamabile@cnsd.k12.ca.us

1. **The Attendance Office has 2 weeks to clear an absence** before it is locked out per California policy. Uncleared absences will be counted as Truancies.
2. **If a student came in late or was marked in error,** change their attendance right away. If it is for a previous day, email Josie Ruvalcaba so she can correct attendance.
3. **Mr. Amabile will conduct all SARTs & SARBs.** Contact **Trisha Sanzari** (A-L) and **Kathie Castillo** (M-Z) with any questions.