

Academics

Attendance

California Education Code Section 48200 requires all children and youth between the ages of 6 and 18 years to participate in full-time education, unless exempted. All students are expected to attend school for the full length of each school day.

School attendance is vital to student achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Schools are required to update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. It is the parent's/guardian's responsibility to provide documentation within five (5) school days after the student returns to school in order to prevent absences from being converted to truanancies.

~~Excused Absences~~ Attendance Clearance

A student shall be able to clear an "A" (Unverified Absence) when an absence is recorded within 5 school days before the unverified absence is converted into a Truancy. Parents can clear these absences using the following acceptable attendance codes:

excused from school when the absence is due to:

Code	Description
I	<p>Personal illness:</p> <ul style="list-style-type: none"> Including an absence for the benefit of the student's mental or behavioral health Illness or medical appointment of a child for whom the student is the custodial parent, including absences to care for a sick child;
Q	Quarantine under the direction of a county or city health officer
M	<p>Medical, dental, optometric or chiropractic appointments.</p> <p>Note: students may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian</p>
E	<p>Attending the funeral services of an immediate family member</p> <p>Excused absence in this instance shall be limited to one (1) day if the service is conducted within the state, or three (3) days if the service is conducted out of state;</p> <p>"Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.</p>
B	Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
N	<ul style="list-style-type: none"> To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of ECRCHS.

	<ul style="list-style-type: none"> • <u>Attendance at a funeral service for someone other than immediate family</u> • <u>Revoked suspension through appeal's procedure</u> • <u>"Take Our Daughters and Sons to Work Day®"</u> • <u>Attendance at an employment conference</u> • <u>Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization</u> • <u>Attendance at the student's naturalization ceremony to become a United States citizen.</u> • <u>For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.</u> • <u>A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.</u> • _____
<u>R</u>	<ul style="list-style-type: none"> • <u>Attendance at a religious retreat (shall not exceed 4 hours per semester)</u> • <u>Observance of religious holiday or ceremony of the student's religion</u> • _____
<u>C</u>	<ul style="list-style-type: none"> • <u>Jury Duty or Court Appointments; must provide court summons</u>

- Personal illness, including an absence for the benefit of the student's mental or behavioral health;
- Quarantine under the direction of a county or city health officer;
- Medical, dental, optometric or chiropractic appointments.
- Note: students may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian;
- Attending the funeral services of an immediate family member
- Excused absence in this instance shall be limited to one (1) day if the service is conducted within the state, or three (3) days if the service is conducted out of state;
- "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.
- Jury duty;
- Illness or medical appointment of a child for whom the student is the custodial parent, including absences to care for a sick child;
- The school does not require a note from the doctor for this excusal.
- To permit the student to spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of ECRCHS.

~~For purpose of serving as a member of a precinct board for an election pursuant to Elections Code Section 12302.~~

~~Attendance at the student's naturalization ceremony to become a United States citizen.~~

~~For the purpose of participating in a cultural ceremony or event. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.~~

~~Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.~~

~~Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.~~

~~A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.~~

~~In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.~~

~~For the following Justifiable Personal Reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Executive Director or designee pursuant to uniform standards. Absences that fall into this category include, but are not limited to, the following:~~

~~Appearance in court;~~

~~Attendance at a funeral service for someone other than immediate family;~~

~~Observance of religious holiday or ceremony of the student's religion;~~

~~Attendance at a religious retreat (shall not exceed 4 hours per semester);~~

~~Revoked suspension through appeal's procedure;~~

~~"Take Our Daughters and Sons to Work Day®."~~

~~Attendance at an employment conference.~~

~~Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.~~

~~Students who are absent should bring a written and signed note upon return to school for each day or consecutive days they were absent, and submit the note to the Counseling Office. This written verification must be received within five (5) school days of a student's return to school. Upon receiving appropriate written verification that an absence occurred due to one of the reasons listed above, the School will consider the absence to be excused.~~

~~A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided~~

~~Clearing Absences Protocols:~~

- ~~• Please clear an absence on the Attendance Portal. Only Parents/Guardians listed as contacts on Aeries may clear absences. ECRCHS does not accept phone calls or written notes to excuse an absence.~~
- ~~• You only have 5 school days to clear an absence. After that, uncleared absences will convert into truancies and we will not be able to clear them. Truancies will affect the student's ability to participate in school activities.~~
- ~~• Teachers may withhold credit for assignments and/or may not allow make-up assessments until all absences are cleared.~~
- ~~• Please log in to Aeries daily to monitor your child's attendance. It is the parent/guardian's responsibility to clear any absences, including clearing up attendance marks that may have been made in error.~~

- If you believe an attendance mark was made in error, please contact the teacher directly. The teacher will need to contact the Attendance Office to have it resolved.

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Early Leave Protocols:

- Only Parents/Guardians listed as contacts on Aeries may request an Early Leave for their student
- Paper or email notes will no longer be accepted. Please create an early leave request on the Attendance Portal
- Students will only be released to a contact who is listed on their emergency form or in the computer. No exceptions! You may not email the attendance office giving someone else permission to pick a child

Regular Early Leave Procedure:

1. Early Leaves requests must be submitted electronically via the Attendance Portal (<https://attendance.schoolriver.com/>) before 8:30 am in order for the attendance office to verify the request.
2. The Attendance Office will call the parent/guardian to verify the early leave request. Once verified, an early release pass will be created.
3. Students must pick up their early leave pass before they attend the class they will be leaving early. Students may pick this pass up from the Attendance Office during passing periods, nutrition, or lunch.
4. At the time specified on the pass, students must present their early leave pass to their teacher and get their pass stamped in the Attendance Office before leaving campus.

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Special Circumstances Early Leave Procedure*:

1. If we do not receive an early release slip before 8:30 a.m. or a student needs to be picked up unexpectedly, this procedure will be followed.
2. A Parent/Guardian or verified emergency contact must physically come in the Attendance Office to sign the student out of school.
3. Please be prepared to wait for your student. Depending on the time of day and specific class, it is not always possible to get a student right away.

*If your child calls/texts you that he/she is sick or not feeling well, please direct them to the Health Office. If they need to go home, you will need to pick them up from there. If the student has an appointment or another reason for leaving and did NOT bring a note in the morning, you will need to follow the Special Circumstances procedure.

~~and, upon satisfactory completion, shall be given the opportunity to earn full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.~~

Tardies and Consequences

A tardy student is defined as a student who arrives into the classroom after the instructional period bell has rung and who does not have a pass.

Consequences for tardies include the following:

- 5 tardies = 1 school detention
- Lunch detention will be held during the week during specified days. Doors close 5 minutes after the lunch bell. Students arriving after that time will not be admitted.
- Students will scan in/out for credit for detention. Lunch will be allowed and/or provided.
- A student may attend after-school tutoring and get “credit” for one hour of “detention.” Additionally, for a student to receive credit for the hour of tutoring, he/she/they must attend tutoring within 5 school days of the detention being assigned.
- Saturday detention will be held on the **second and last** Saturday of every month from 8:00 a.m. - 11:00 a.m. **(subject to change)**. You **MUST** arrive by 8 am regardless of how many detentions you are serving.
 - Doors will close at 8:10 AM. Students arriving after that time will not be admitted. Students will scan in/out for credit for detention. **School work should be done during detention.**
- Detentions are cumulative.
- All detentions accumulated **MUST** be served before Senior Activities are granted.

Exceptions:

- ALL medical/legal-related tardies require an official note in order to be excused (not a note from parent/guardian)
- This applies to doctors, dentists, psychologists, court dates, etc.
- Bus being late
- Non-medical/legal-related tardies cleared by a parent/guardian (only 2 per semester)

For a tardy to not adversely affect a student's attendance, the student must present to the proper school authority a pass from an ECR staff member.

Students who arrive to school late based on the exemptions listed above will need to go to the attendance office to obtain a pass prior to heading to class.

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