

2017- 2018 Attendance Procedures at Alhambra High School

In regards to progressive attendance plan, The Office of School Counseling and the Office of Student Employee Welfare will be instituting levels of intervention based on a tiered model. Attendance Review Team (ART) meetings will be monthly. Attendance reports may be generated by our attendance office or SEW at the District level. The goals of these meetings are to discuss student absenteeism, interventions, as well as explore ways on improving our attendance rates.

Absences

Parents/guardians must clear absences (phone call or note) with the attendance office. Administrators, teachers, counselors and other staff should bring up unexcused absences whenever meeting with student and or parent. Students may clear absences from the first day of school. Teachers are responsible to complete and sign weekly attendance reports generated from the attendance office.

Tardies

Students who enter campus at the tardy bell, will be required to scan their ID cards at the 2nd or 4th street gates. This will be facilitated by our campus supervisors. If students do not have their ID cards, they will be required to sign in using their ID number. The generated 1st period tardy report is distributed to all teachers. The responsibility to record the tardy/absence via Powerschool is relied upon by the teacher of record. All students coming in tardy after 1st period will be required to check in at the attendance office. TT is issued for students who are more than 30 minutes late.

Morning/Evening Calls

Students with more than 3 TT or T will be receiving early morning 6am calls (for tardies) and students with 1-2 days of truancy will receive evening calls for absences. This report will be generated by attendance office and completed by home school coordinators via Connect Ed.

Detentions

If a student receives 3 unexcused days of absences or more than 8 tardies, the student will be assigned after school detention. Detentions are often scheduled for Wednesday-collaboration days in the cafeteria afterschool. Students may also make arrangements with Veronica Granados, office manager SEW if they cannot attend the session. If detention is missed-they will be automatically assigned Saturday School.

Saturday School Referral

Students who continue to accumulate U (more than 3 days) and/or more than 10 tardies, will be referred to the Saturday School program. Students who failed to serve mandatory detention will also be assigned Saturday School. Administrators and/or counselors will make the referral. Referrals will be submitted to the office of Dr. Lynne Sheffield (Director of SEW)-per Catalina Lara-Carlin. Saturday School is hosted at AHS twice a month. Administrators/counselors must make initial contact with parent, prior to submitting the referral. Secretary of OSC will file hard copy of referral into binder and place copy into student cum file.

Truant Letters

Students who have received 3 or more U, TT, T will be sent a truant letter notice from the Office of School Counseling by week 6. A second truancy notice will be sent out by week 12. Letters will be generated by attendance office and disbursed by office of school counseling staff. All truant letters will be logged.

SART-School Attendance Review Team

Students with 11 or more tardies and/or 5 or more days of unexcused absences will be placed on a SART contract. Counselors and/or administrators may facilitate a SART contract meeting. If an administrator is present, they may also assign Saturday School as a level of intervention. This meeting must be entered as a log entry. Secretary of OSC will file hard copy of SART contract into binder and place copy into student cum file.

Home Visit Referral

Students who continue to experience high levels of absenteeism may be in need of a home visit to verify their residency. Home visit referrals may be submitted to Home School Coordinators or to SEW at the District office. All prior interventions must be logged and documented. Once the home visit is conducted, it will also appear in log entries.

SARB-School Attendance Review Board

SARB meetings are conducted on a monthly/bimonthly basis at the Alhambra Police Department. Targeted groups are for 9th and 10th graders only! However the office of SEW at the District Office will hold SARB hearings for 11th and 12th graders. In order to proceed with SARB, all other means of correction must be documented. SARB procedures are as follows:

- 1) SARB referrals are initiated by Administrators or counselors. This done by completing PAGE 1 of the SARB contract available on Powerschool.
- 2) Page 1 cannot be saved. Please print it out and hand it to Elaine Ramos or Sandra Esparza (Office of School Counseling).

- 3) Office of School Counseling staff will gather required documents: copies of truant/tardy letters, SART or SBC/DBC (from SEW), transcript, any additional information and inform attendance office to generate PAGE 2 of the SARB contract available on Powerschool. This must also be printed and handed to office of school counseling staff. All documents must be sent over to SEW-per Karen Lucero by the SARB due date.
- 4) Administrator in charge of presenting SARB cases is the AP School Counseling or AP's of SEW (as back-up). AP will present gathered documents and read off pertinent information from the prepared SARB form which includes attendance, academic and behavioral concerns and interventions. DO representative will document this meeting in the log entries

DA referral

If a student has not demonstrated progress from all the above interventions, refer the student to SEW at the District office to move to the next step, referral to the DA.