**NCMS Attendance and Tardy Policy**

**Positive Incentives**

The staff at Nellie Coffman Middle School believe strongly in rewarding students for being on time to class daily and also being in school on a regular basis. Positive Incentives for regular attendance will be given periodically to those students who meet this criteria to continue rewarding those students and encouraging them to seek academic excellence.

**Tardiness**

Tardy is any student who is not in his/her assigned class room or station when the bell rings. Students are expected to be on time for all classes in order to benefit from the instructional program. This also helps the student develop habits of punctuality, self-discipline, and responsibility. Students who are habitually tardy or truant are subject to consequences through SART, SARB, and truancy fines.

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| **Infraction** | **Period 1 Tardy** | **Period 2-7 Tardy** |
| Late to School | All school entrances locked at 7:40 am. Late students must report to main office and receive pink tardy slip. Student name put on lunch detention list for the day.  | Teachers will record each tardy to class. Teachers will report excessive tardies to discipline.  |
| 1st Violation | Warning, Teacher/Student Conference  | Warning, Teacher/Student conference |
| 2nd Violation | Lunch detention, Teacher/Parent phone contact | Teacher assigned detention,Teacher/Parent/Student contact  |
| 3rd Violation | Lunch detention, Teacher/Parent phone conference | Teacher assigned detention Teacher/Parent/Student conferenceDiscipline referral |
| 4th Violation | Discipline referral, parent contact, after school detention | Discipline referral, parent contact, after school detention |
| 5th Violation | Discipline referral, parent contact, after school detention, Saturday school will be assigned | Discipline referral Saturday School |
| 6th Violation and more | Discipline referral, parent contact, after school detention, 30 day exclusion list, SARB or SART referral (dependent on number of tardies) | Discipline referral Saturday SchoolMeeting with administration Parent to shadow student for day in classes |

**Attendance Policy and Procedure**

**Attendance Phone Number: 760-770-8617 Call in absences before 9:00 a.m.**

Attendance is the key to success in school. Punctuality and regular attendance are fundamental to good learning and good citizenship.

NCMS is required to verify all student absences. Please follow these steps

1. Parents should call the attendance office (760-770-8617) before 9:00 a.m. for each day the student is absent from school.
2. Upon students return to school the student may bring a written excuse from their parent or guardian to the Attendance Office. The note must include the following;
	1. Students full name
	2. Reason for absence (Specific: cannot just state they were “sick”)
	3. Date(s) of absence
	4. Signature of Parent/Guardian

**Excused Unexcused**

Illness Out of Town

Medical/Dental/Chiropractic Appointment Babysitting

Funeral Service Stalled Car

Jury Duty Broken alarm clock

Religious Missing the bus

Health Quarantine Lack of proper clothing

**Students need to be in school every day. Student attendance full time is mandated by the State of California. Excused and Unexcused absences negatively affect academic achievement of a student. Parents are encouraged to monitor their students’ attendance through ParentVue.**

For a student who is ill more than three (3) consecutive days a doctor’s verification will be required to clear the absences. Parents may request homework from the Attendance Office for extended absences three (3) or more days. If student will be out of school more than five (5) consecutive days please advise the attendance office for alternative options.

Chronic absence from school will result in the school reviewing the students file in the following: district SART (School Attendance Review Team) and the district SARB (School Attendance Review Board).

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| Attendance Policy |
| Number of Days Absent | Consequence | Explanatory Note |
| Three (3) DaysUnexcused/Excused | Warning | Student signs form indicating they are aware of consequences. |
| Six (6) DaysUnexcused/Excused | Parent Called, Saturday School Assigned | A student may redeem the 1st privilege with 3 weeks of perfect attendance during the trimester that the absences have occurred. |
| Eight (8) DaysUnexcused/Excused  | Privileges Lost | May not attend field trips, dances, or other school sponsored events.  |

**POSITIVE INCENTIVE FOR ATTENDANCE**

Criteria for identifying students for attendance rewards

* 6th week of school
	+ Raffles
* 12th week of school
	+ Awards
* 18th week of school
	+ Galaxy/Baseball Trip
* 24th week of school
	+ Awards
* 30th week of school
	+ Movie theater tickets
* 36th week of school
	+ Incentives