



El Camino Fundamental High School

San Juan Unified School District

4300 El Camino Avenue, Sacramento, CA 95821-6798

Telephone (916) 971-7430, FAX (916) 971-7429

www.sanjuan.edu/elcamino.cfm

El Camino High School *Attendance Contract*

At El Camino Fundamental High School regular attendance is expected and is very important for your student's success. Our records indicate that your student has _____ periods of truancy and/or unexcused absences so far this school year.

As a result, this student is now considered truant. If your student's truancy problem continues, the following intervention plan will be used to assess appropriate disciplinary action.

Student receives 12 - 18 truant periods

- Conference with Vice Principal
- Administrative Detention
- Attendance Contract
- Parent Contact

Student receives 19 to 24 truant periods

- Counselor Contacted
- Parent/Student Conference with Administration
- Saturday School

Student receives 25 to 30 truant periods

- Parent/Student Conference with Administration and Counseling
- 2 Saturday Schools
- Work permit revoked
- Social Probation for 45 school days
- Habitual Truancy Meeting and Contract

Student receives 31+ truant periods

- Solutions meeting to discuss attendance issue and appropriate placement for student
- Possible referral to Student Attendance Review Board (SARB) and transfer to student's school of residence.
- **Seniors who have truancy issues (36+ truant periods) and are on track to graduate will not be transferred but will be prohibited from participating in the graduation ceremony.** Attendance codes C + Y + B count against the student. (C = cut, Y = rolled cut, i.e., not cleared in five school days, and B = 31 minutes or more late to a class.)

It is important that both the student and a parent sign in to the parent or student portal to track the student's attendance on-line at least once a week (<http://www.sanjuan.edu/elcamino>). Students and parents/guardians have only five school days to find and fix errors or call in to clear absences. Call (916) 971-7588, or email ElCaminoAbsence@sanjuan.edu.

I have read the above statement and understand the disciplinary action and interventions that will take place should attendance continue to be a problem:

Student Name – Print

Student Signature

Date

Parent Name – Print

Parent Signature

Date

Vice Principal – Print

Vice Principal Signature

Date