

**Oakmont High School**  
**2016-2017**  
**Truancy and Tardy Policies**

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Attendance and on time arrival in class are important steps in every student's academic success at Oakmont High School. In addition, we feel that attendance and timely arrival to class helps students demonstrate the Viking expectations to be responsible, respectful and actively engage in the educational process.

REMEMBER: Attendance needs a MINIMUM of 20 minutes to pull a student from class. *We will not accept requests for student dismissals the last 20 minutes of the school day.* If your student is sick, students need to report to the school nurse. Medical notes must be provided within 2 weeks of any absence.

Tardies

*These will reset each 9-week semester*

Students are considered tardy if they are not in their seat at the time the bell rings. Interventions for tardiness will be recorded and monitored.

- Teachers should be diligent in taking attendance and marking students who are tardy
- Administrators will monitor students who are tardy. Parents will be informed via regular mail after three tardies. Tardies will be tracked by Debbie Sanders and Sandra Lightfoot. Tardy reports are run every Wednesday.
- Upon 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> tardy (total tardies in all periods), students will be called up to an Assistant Principal's office and assigned a detention and/or work service. Parents will be contacted by school messenger. Students will have one week to serve detention or work service.
- Pre-Attendance Mediation (PAM) hearing and/or other discipline may be assigned after 9 tardies.
- Continued tardiness or repeat offenses will be monitored. Additional disciplinary consequences may follow.

Truancies

*These are not reset and count all year*

Truancies are full period absences or full day absences or combination of both.

- Truancy Letter 1 – three unauthorized/unexcused same period and/or all day absences:  
Letter mailed home. Parents will be contacted by a learning support specialist
- Truancy Letter 2 – six unauthorized same period and/or all day absences:  
Letter mailed home Assistant Principal (AP) will meet with student issue warning, 1 detention assigned, and parents will be contacted.
- Truancy Letter 3 – nine unauthorized same period and/or all day absences:  
Letter mailed home. Student is called in by the Assistant Principal, Pre-Attendance Mediation (PAM) Hearing assigned and parents are contacted by AP. School Resource Office (RPD) may issue citation to Diversion class.
- Truancy Letter 4 – ten or more unauthorized same period and/or all day absences:  
Served by School Resource Officer for referral to Student Attendance Mediation (SAM) at District Office for possible transfer.