



TRACY LEARNING CENTER

Primary * Discovery * Millennium

51 E. Beverly Place, Tracy, CA 95376

(209) 290-0511 Fax (209) 831-5243

Very Important Attendance Information and **Changes** for 2019/2020 School Year

TARDY GUIDELINES

Primary Students are expected to arrive by 8:13 AM*. If a student is late, the student must come to the office for a pass. Students with 5 unexcused tardies within a Trimester must attend a mandatory SST (parent/teacher meeting) to devise a plan to decrease tardies. Students will be placed on an attendance contract. Those who breach this contract jeopardize their enrollment status at Primary Charter School. *Students not in the Unity area at 8:13 are considered tardy. Students with habitual tardies will be told to enroll in a new school.

Discovery Students who are tardy will receive a negative 5 for each tardy (DCS current discipline program), which counts towards their overall negatives for the week. After the 5th tardy of each trimester, a mandatory Student Support Team meeting will be scheduled with staff, parents and student(s) and student will be put on a stringent attendance contract. If this contract is not upheld, consideration will be given for student to lose his/her priority at the Tracy Learning Center.

Millennium High School Students must arrive at the onset of each class and the start of Morning Unity which begins at 7:55am. If a student is **tardy more than 7 times for any of his/her classes in a semester, he/she will receive an F on his/her transcript for that particular class.**

CHRONIC ABSENTEEISM: A "chronic absentee" has been defined in EC Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled." During the regular school year (August to May), not including Fast Track, our students are in school for 180 days. *If a student is absent 18 days during the school year for any reason, they are considered a chronic absentee.*

Millennium does not have an independent study or home hospital program, and absences significantly detract from the student's education. If a student anticipates being absent for medical reasons for less than 18 school days, parents may contact the school to request makeup work to be prepared for pickup on a weekly basis. If a student reaches 18 or more absences, due to a medical or other reason, the student can no longer be enrolled at Millennium. They may enroll in an alternative program that provides online learning. Once the student is able to be present on a continuous basis, re-enrollment is possible at MH

ATTENDANCE GUIDELINES

All absences must be called to the office on day of absence to (209) 290-0511 or emailed to Kay Fagundes at kfagundes@tracylc.net or Angie Keys at akeys@tracylc.net.

If a student misses more than 7 days of personal, unexcused, or suspension time (any combination) they will be asked to enroll at another school and their spot will be given to a student on the waitlist. In addition, sick days cannot be attached to personal days prior to or following personal days. All dates missed will then be considered personal. High School students are required to fill out an Extended Leave form found in the MHS Counselling Department.

When a student misses more than 3 consecutive days it is required to have a doctor's note upon their return to excuse these absences. Absences that are not properly cleared by the parent or guardian within three days of the absence will be reported as unexcused. After a student reaches 10 sick/illness days during a school year a medical excuse must be provided for all illness related absences.

Students who are picked up early for medical appointments must provide a medical note to the office the following day.

Students with significant absences, tardies or excessive early pick-ups for any reasons may be placed on an attendance contract or asked to withdraw at the Executive Director's discretion.