



SOC Attendance Procedures

Report An Absence :

Please notify the office of your student's absence **no later than 9:00am** by:

- Visit our website and click on the 'Report an Absence' button. Please complete the requested information.
- Email Attendance at AttendanceSOC@oxfordchampions.com.
- Report the absence to the front office staff in person or by phone at 949-305-6111 only if you are unable to access the website or the attendance email.
- A doctor's note is requested for absences of more than *three (3)* consecutive days due to illness.
- You may request make-up work assignments directly from your teacher.

Requesting Make-up Work :

- Students are given the opportunity to make up schoolwork missed for any excused absences upon their return to school. As a general policy, a student is allowed *one (1)* day to complete make-up work for each day of excused absence from school.
- **Please inform your teacher by 9AM if you are requesting work for your child's absence.** Same day requests may be picked up in the office at the end of the school day.
- For **planned absences of less than five days**, please contact the teacher in advance to give time to gather work.
- Requesting work for your child's absence is not the same as requesting a Short Term Independent Study contract.

Tardy Policy :

- Any student who is not lined up, and arrives to school after the bell rings at 8:30AM, is considered tardy.
- Tardiness due to doctor's appointments will be considered excused only if accompanied by a **doctor's note**. Any tardy over 30 minutes without a doctor's note is considered truant.
- Morning tardiness due to illness will be considered excused without a doctor's note, but will be limited to **two (2)** per trimester. **More than two (2) two per trimester will require a doctor's note.**
- **Students arriving at school after 8:40am must be accompanied by a parent and signed in at the front office to receive a tardy slip prior to going to class. Students arriving between 8:30 and 8:40am will still be marked tardy, but may report directly to class.**

Short Term Independent Study :

- Short Term Independent Study can be requested for **planned time away of five (5) or more days**. The contract should be initiated through Attendance at least **five (5) school days prior to the scheduled time off**. The Attendance Clerk will explain the Short Term IS Contract, get the necessary signatures, and explain the procedures to you.
- The contract will be forwarded to the teacher, who will prepare the assignments that will go home with the student the day before his/her scheduled time away.
- Requests for Short Term IS may not be made after an absence has occurred.
- Each student is allowed *three (3)* separate contracts per school year.
- Contracts can range from *five (5)* days up to *twenty (20)* days.
- The contract and the completed assignments must be turned in to the student's teacher on the **first day back** from Short Term IS in order to receive attendance credit.