



El Rancho Unified School District
El Rancho High School
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Mr. Hector Vasquez, Principal
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MEMORANDUM

TO: Staff, Students, Parents and Guardians

FROM: Hector Vasquez
Principal

DATE: April 9, 2018

SUBJECT: Be on Time Initiative

In an effort to address the attendance and tardy concerns at El Rancho High School, the administration team has been working to put together a comprehensive plan that will ensure student success. The following is what we have come up with and will be effective immediately:

1. Opened six school gates in the morning and at dismissal
2. Created lanes for the front of school drop off gates and side gates
3. Held expectations assemblies with all students in the main gym
4. Have encouraged teachers to stand at their doors to “meet and greet” students and/or motivate students to move quickly to their class
5. Reinstated the “Banned” list to keep students who have more more than eighteen(18) truanicies or unexcused absences(starting 1/8/18) or have ten(10) or more tardies(staring 4/3/18) from participating in extracurricular activities such as dances and end of the year activities
6. Reinstated Saturday school to help students get off the “Banned” list and make up truanicies, absences, and tardies. Saturday school will begin on April 14, 2018. A list of students on the “Banned” list will be posted on the Don Page. The list will be updated on a weekly basis and displayed every Wednesday morning. Reminders will be sent to parent or guardians of the students on the “Banned” list.

Thank you in advance for your partnership, dedication, and hard work.