

SCHOOL ATTENDANCE POLICY

ABSENCES

Section 48205 of the Californian Education Code lists seven valid reasons for students to miss school.

Make up work is allowed only if the absence is caused by one of the following reasons:

1. Illness
2. Quarantine by health officer
3. Medical, dental or optometric appointments
4. Funeral services of an immediate family member (one day if the service is conducted in California and not more than three days if the service is conducted outside California).
5. Religious holiday
6. School field trip or activity
7. Personal (up to three days per school year with prior administrator approval)

State Education code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants WILL BE referred to the School Attendance Review Board for consideration by the District Attorney.

Illnesses up to three days may be verified by the parent. Illnesses of longer duration or that are chronic and cause the student to miss school frequently will require a doctor's note. Eighteen year-old students are required to present a note from the parent/guardian for all absences.

Following an absence, a student must bring a note to the attendance office from the parent/guardian or doctor within 48 hours. If the absence was for a medical visit, a "U" (unexcused) will be placed on the student's attendance record until a doctor's/dentist's note is presented. An unexcused absence is the same as a truancy.

Students who do not have their absence cleared the day of the absence must go to the attendance office to clear their absence

EARLY RELEASE

1. Preferred Method – If a parent needs to pick up a student, parent must come in to the attendance office to sign out the student. Identification will be verified upon arrival. Student will be called out once identification is checked.
OR
If parent sends a family member to pick up student. Parent must notify attendance office by calling from the primary number. The person picking up student must show identification for student to be signed out.
2. Student will be given an out of class permit once they are signed out.

If your student has any medical appointment please provide the attendance office with a medical note.

TARDINESS

Tardiness is not acceptable because it creates a significant disruption to the educational process. *Tardiness may result lower student grades in the classes missed, and students may be issued detention or other consequences, as assigned by teacher for every tardy occurrence.*

FIRST PERIOD TARDIE

NO EXCUSES WILL BE ACCEPTED FOR FIRST PERIOD TARDIES, except for medical appointments. The following does NOT excuse tardiness to school: car trouble, day care, transportation of other students, and parent work schedules. Please help your student plan ahead so that they get to school.

If a doctor/dental note is not presented during first period, students will be subject to penalties assigned by teacher and/or administration.

Students who arrive late will not receive a pass to class. Student will be marked accordingly by the teacher.

First period absences require a prior phone call from parent/guardian or medical note at the time the student arrives to school.

TRUANCIES

After the third unexcused absence, a student may be marked truant. Excessive truancies may cause your student to be referred to the Orange County Probation Department.

DROPPING OFF STUDENTS IN THE MORNING:

If you are dropping off your student, please make sure they are on the campus prior to 8:25 a.m. so they may enter their classrooms on time. Students who have attendance problems will face disciplinary action.

****Habitual truants will be referred to the SARB process.