

Attendance Procedures & Policy

24 hour All-Day Absence Line (949) 234-5361

(Reminder: Students & Parents can check daily attendance on School Loop)

ATTENDANCE PROCEDURES

1. If a student is going to be absent the entire day, please call the 24 hour All-Day Absence Line the same day as the absence.
2. A written note from the parent/guardian is required for a student who has arrived after school has started due to an excused absence (see below).
3. A written note from the parent/guardian is required for a student who will leave before the end of the school day.
4. A doctor's note is required for all medical appointments for early outs or late arrivals.
5. Students are expected to pick up early out passes from the Attendance Office during non-instructional time.
6. Students may not be called out during the last 20 minutes of the school day.
7. A phone call can **only** verify an All-Day absence. Everything else needs to be verified by a written note from the parent/guardian.
8. If you have attendance related questions please call (949) 234-5348. All parents and students who walk up to the office will have priority over the phone line.

Zero Period Attendance Policy: Enrollment in a zero period class is a privilege granted to students who demonstrate punctual and faithful attendance. There are a limited number of zero period classes; each class is only 62 minutes long; zero period is outside of the regular school day; often more students request zero period classes than classes can accommodate. Therefore, students enrolled in zero period classes are expected to attend zero period daily. Students will be withdrawn from zero period class on the 9th absence and/or the 9th tardy for any reason. Any combination of absences or tardies (regardless of the reason) that equal 9 will be grounds for removal of a student from zero period.

Excused Absences: Defined as absences that do meet the following criteria listed in the California Education Code Section 48205

- Illness/Injury (Five or more consecutive absences must be cleared by a doctor's note)
- Medical or dental appointment (doctors note required)
- Funeral services of a member of the students immediate family
- Court appearance
- Observation of a holiday or ceremony of the students religion

A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which the student is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Unexcused Absence: Absences, with parental knowledge and consent, for reasons other than those enumerated above as excused absences shall be deemed unexcused absences (BP 5112(c)) It is up to the discretion of the teachers to allow make up work.

Truancy: Any absence that is not verified by the parent/guardian with the Attendance Office within 72 hours will become a truancy and disciplinary action may be taken by the Assistant Principal.

- Students absent without a valid excuse shall be classified as truant (BP 5112(c))
- Students who are tardy more than 30 minutes without a valid excuse shall be classified as truant. Such Students shall be reported to the principal or designee. (Ed Code 48261)
- **Truancy cannot be verified after 2 weeks (for any reason).**

Arriving Late: Students who arrive late to class create a disruption to the classroom teacher and students regardless of the reason the student is late. If a student is more than 30 minutes late a parent/guardian will have to verify the late arrival by note. Parents/guardians are encouraged to communicate with the classroom teacher when their student is repeatedly late.

Leaving School Early: If a student needs to leave before the school day is over then the student must bring a note from the parent/guardian to the Attendance Office, giving permission for them to obtain an “early out” pass in order to leave campus. Board Policy 5112.2 states that “written authorization is needed,” therefore we will require “written notice.” Please be aware that suspicion of a forged note will necessitate a phone call to the parent/guardian for verification (by the Attendance Office). We must receive this written permission from the parent/guardian *prior* to the student leaving campus. Please coordinate with your child the details regarding his/her early departure from school and where you will pick up your child. The school recommends that students be picked up at the flagpole. **Students who leave campus without permission are considered truant.**

A parent/guardian request (for the above discussed issue) is for their child only.

Off-campus passes will be issued for the following reasons:

- a) Illness verified by the School Health Office
- b) Appointments with the doctor, dentist, etc.
- c) Illness/death in the family or funeral attendance when verified by a parent

*****Students cannot be called out early during final exams.**

Due to time constraints, the Attendance Office staff may be unable to assist with student/parent requests for students to leave campus during the last 20 minutes of the school day. Please refrain from making requests during this time period.