

ATTENDANCE POLICIES

Regular Attendance

Daily attendance at school is mandated by California State Law until the age of eighteen. No pupil is permitted to leave school at any time before the regular hour of closing without the approval of the school principal or designee. Violations will be considered as truantcies (CA Education Code 48200).

Reporting a Student's Absence

All excused absences must be cleared through the attendance office by the student's parent/legal guardian within 3 school days of the original date of absence. If an absence is not cleared within 3 school days, the absence will remain unexcused. Absences can be cleared using one of the following methods:

1. A handwritten note with valid signature
2. Call Attendance Office at (714) 997-6211

In your note or voice message please include the following detailed information:

Your full name, student's first and last name, date of birth, date of absence(s), a detailed reason for the absence(s), and a phone number where you can be reached if there are any questions.

A pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to CA Education Code 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Students are responsible for making up any work missed during absence.

Please note: Once a pupil has accumulated 14 days of absence, the District has a right to request a physician's note. Failure to produce a physician's note will result in an unexcused absence. It is the District's position that a pupil's choice to participate in a protest does not fall within the parameters of EC 48205 and will be considered unexcused.

Excused Absences:

Per CA Education Code 48205:

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness;
- (2) Due to quarantine under the direction of a county or city health officer
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered;
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California;
- (5) For the purpose of jury duty in the manner provided for by law;
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent;
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board;
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code;

(b) A pupil 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 thereof. The teacher of the class from which a pupil is

absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence;

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester;

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments;

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Unexcused Absences

An unexcused absence is an absence that occurs with the approval of the parent or guardian without a prearranged agreement with the school administration. Unexcused absences affect the learning process and may negatively impact a pupil's grades (Board Policy 5113).

Truancy

Any pupil subject to full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and will be deemed necessary for disciplinary actions.

Make-up Work

Students shall be allowed to complete, with full credit, to the extent reasonably possible, all assignments and tests missed due to absences. Teachers are not required to accept make-up work or offer class credit for work missed while a student is truant. In addition, the teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension (Ca Education Code 48913). Due to the nature of the assignment or course of study, an alternative assignment may not always be possible. If provided, alternative assignments may not fully prepare the student to meet the objectives of the course or for the final examination. Work for students absent due to truancy may not be accepted. Check with the teacher to make arrangements for make-up work.