



# Attendance Policy & Guidelines

## 24-Hour Attendance Hotline (949) 936-7401



Regular attendance is associated with success in school. Prospective employers, colleges, and branches of the armed services, ask for attendance information on students. Students attending school consistently is imperative. **Three keys to success** are the three “A’s” - Attitude, Attendance, and Achievement. If you are not here, we cannot assist you. **But, if you are here EVERYDAY, we can help you reach your goals.**

### Truancy

Is the absence from school from one or more class periods without **legal** excuse. Truancy is violation of California law. If you do not present a note, after an absence or your parent does not telephone the office (949) 936-7401, you are considered truant. If you arrive in class 30 minutes after the start of school, you are also truant. Students who are truant may be referred to the **School Attendance Review Board (SARB), an official panel who may recommend “other” placement, i.e., Community Day School or other interventions.**

### Tardiness

Unless you are seated in the classroom when the final bell rings, you are tardy. You must be on time to earn full credit. Teachers will deduct productive time when you are late, plus call home to discuss continuing tardiness. Habitual tardiness will be referred to the Office.

### Reporting and Clearing Absences

Parents/guardians should call the Attendance Clerk (949) 936-7401, to report any absence. Students may also bring a note from home explaining the reason for absence. The note can only be signed by a parent or guardian and must contain the following information: **The student 's name, the reason for the absence, and the date of the absence. Submit notes to the Attendance Clerk or call (949) 936-7401. Absences MUST be cleared within 48 hours.**

### Excused Absences

Students can only be excused from school for the following reasons: **Illness, Quarantine, Medical or Dental appointment, Immediate family member's funeral (bereavement), Jury Duty.** Other reasons are not excused absences: Court appearance, religious holiday, family business, etc. Students must still bring a note or have their parent or guardian call to clear all absences, excused or not excused.

### Period Absences

The only excused absence from a single class period during the day is for school business (pass to see the counselors, administrators, or office staff, or a school-sponsored excursion or event). You must present a pass upon your return and make sure you are on an excused absence list.

### Leaving Campus Policy

Students are not allowed to leave campus without permission (Board Policy). Students **MUST** present a note signed by a parent/guardian to the attendance clerk **BEFORE leaving campus** in order to be excused. Parents are encouraged to schedule doctor/dentist appointments after school hours. Students who do not follow these procedures and leave campus without permission are considered truant. **This procedure applies to 18 year-old students also.**

### Early Dismissal

Students must enroll in 5 periods per day to meet **District** and **State** requirements. A 5th period may be Community Experience or Coastline ROP. Any exceptions to the 1:15 p.m. departure time must 1) be in writing with parent and administrative approval signatures, and 2) on file in the Attendance Office. Early Release students **MUST** check out through the Front Office prior to departure.

### Attendance Recognition

Students with outstanding attendance will be recognized at our **Monthly Student Recognition Assembly.**