



Attendance Matters

Consistent attendance and in-class participation directly impact student success. Manhattan Beach Middle School is committed to cultivating exemplary attendance habits by implementing district and state policies and procedures.

A student is **tardy** when they are less than 30 minutes late to a single scheduled class period.

A student is **absent** when they are more than 30 minutes late or not present during a scheduled class period.

Report an Absence

Click [HERE](#) to report an absence. Parents/guardians have 3 days to report an absence. Absences that are unreported or reported after the 3-day window will be marked as unverified unexcused (truant).

Excused absences include but are not limited to: illness, medical and dental appointments, funeral for immediate family (1 day for services in California and 3 days for services out of state), spending time with immediate family who is an active duty member, court date. ([CA Ed. Code 48205](#)) Family vacations and day trips are unexcused.

Truancy

The state of California defines a student as a **truant** when they have 3 or more unexcused OR unverified absences ([California Education Code 48260.5](#)). Truancies will result in attendance letters and a referral to the School Attendance Review Team (SART).

SART Process for Truancy (unexcused absences)

- **3 unexcused absences:** Warning letter is sent home.
- **4 unexcused absences:** Student meets with the counselor to work on an attendance plan.
- **5 unexcused absences:** Family is referred to the School Attendance Review Team (SART) to develop attendance interventions.
- **6 unexcused absences:** Family is referred to the District Attendance Review Team (DART) to develop attendance interventions.
- **7 unexcused absences:** Family is referred to the [School Attendance Review Board \(SARB 16\)](#).

Chronic Absenteeism

The state of California defines a student as a **chronically absent** when they miss 10% or more days in the school year, **including both excused and unexcused absences**. Chronic absenteeism will result in attendance letters and a referral to the School Attendance Review Team (SART).

SART Process for Chronic Absenteeism (excused and unexcused absences)

- **1st time student is chronically absent:** Warning letter is sent home.
- **2nd time student is chronically absent:** Family is referred to the School Attendance Review Team (SART) to develop attendance interventions.
- **3rd time student is chronically absent:** Family is referred to the District Attendance Review Team (DART) to develop attendance interventions.
- **4th time student is chronically absent:** Family is referred to the [School Attendance Review Board \(SARB 16\)](#).

Tardy

arrivals are documented and data is pulled periodically throughout the year.

- **5 tardies to school:** Warning letter is sent home
- **10 tardies to school:** Student meets with the counselor to work on an attendance plan.
- **15 tardies to school:** Family is referred to the School Attendance Review Team (SART).

Students who are **tardy to class** may receive the following consequences.

- **3 or more tardies to a single class:** 15 minutes of detention
- **6 or more tardies to a single class:** 30 minutes of detention or referral to an administrator
- **9 or more tardies to a single class:** 2 X 30-minute detentions or referral to an administrator
- **10 or more tardies in a trimester:** Saturday School

Weekly Perfect Attendance Lottery

A student has perfect attendance when they are present and on time for all classes during the school day. Each week that a student achieves perfect attendance, they will receive an email to notify and congratulate them for their accomplishment.

Students will automatically be entered into a Perfect Attendance Lottery every week that they achieve perfect attendance. The winner of the lottery will be announced on the AM Wave and the student will receive a call slip to pick up their prize. Each week, the lottery resets and there is another chance to win. Good luck, students!

Attendance Questions

Feel free to contact the attendance office or attendance administrator at any time if you have questions.

Vice Principal Katie Cavallaro: kcavallaro@mbusd.org
Attendance Assistant Karla Spencer: kspencer@mbusd.org