

Procedures, Policies and Codes

Attendance Policy



Education is important. Students who do not attend school miss out on valuable learning opportunities and quickly fall behind. All students, with the support of their families, must make their best effort to attend school every day.

Every absence recorded during the school day automatically generates a phone call to the parent/guardian of the affected student. **Education Code 48260(a)** dictates that four or more unexcused absences in a single class is excessive. Education Code 48260(a) allows only three 30 minute periods of unexcused absence before a student is considered truant. Therefore, all absences must be cleared within 72 hours and may require documentation from an outside agency.

California Educational Code recognizes certain excused absences, including medical appointments, illness with a medical note (after 3 consecutive days of absence), immediate family death/funeral, court appointments with documentation, approved short term independent study, participation in a religious service or event, or a school-sponsored activity. Excessive absences, **excused or not**, may result in referral to the **Student Attendance Review Board (SARB)**.

Any absence not excused within 72 hours is considered a cut. Absences that occur without an off-campus pass are also considered cuts. **No student may leave campus during school hours without an off-campus pass.** Disciplinary consequences will be assigned for excessive cuts and tardies.