



Pacific Collegiate School

3004 Mission Street
Santa Cruz, California 95061-1701

(831) 479-7785

(831) 427-5254 (fax)

www.pacificcollegiate.com

Attendance at PCS

Why Attendance Matters

At PCS, attendance is vital to student academic and social success. Public charter schools in California are substantially funded based on Average Daily Attendance (ADA).

Each student absence impacts our ability to maintain programs, staffing, and services.

How to Report an Absence

Absences must be reported by a parent/guardian within 72 hours via one of the following:

- Call: (831) 479-7785 ext. 3103 (24/7 voicemail)
- Submit: Attendance Google Form (Under "Resources" on the school website)
- Email: amber.perez@pcscharter.org or attendance@pcsed.org

Include:

- Student's full name
- Grade level
- Date(s) of absence
- Reason for absence
- Parent/Guardian name

Important: Please be courteous and notify the school *ahead of time* for early pick-ups or absences, *especially if you already know of a scheduled appointment.*

Last-minute notices (within 5–10 minutes) may not always be accommodated- as it gets busy at the front office.

Excused Absences (per CA Ed Code §46010)

Only the following are excused:

- Illness (doctor's note required after 3+ days and/or consistent absences)
- Quarantine
- Medical/dental/vision/chiropractic appointments
- Funeral of immediate family (up to 3 days)
- Court/jury duty
- Immunization absences
- DMV appointments
- Religious holidays/ceremonies

Traffic, road work, weather, and vacations are not excused.



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Tardiness & Attendance

- Tardy = arrival to class after bell
- Absent = 30+ minutes late
- Attendance is taken within the first 5-10 minutes of class

Leaving Campus

Students must:

- Have a signed note or parent call. This includes:
 - Early dismissals
 - Leaving class to retrieve something from their car
- Sign out at the front office
- Sign in upon return

Important: Leaving without following procedure = unexcused absence/Cut Class. This absence will *not* be excused, even if a parent/guardian attempts to excuse it later. This is to encourage *accurate and timely* communication with the school.

18-Year-Old Students

Unless legally emancipated, 18-year-old students may *not*:

- Excuse their own absences/tardies
- Clear detentions

Study Hall & Lunch Rules

- Assigned Study Hall periods are *mandatory* to attend, unless you have signed permission and PCS approval to have a Free Period.
- High school lunch off-campus is allowed with parent permission; repeated tardiness can revoke this privilege

Truancy (CA Ed Code §48260)

Truancy includes:

- 3+ unexcused full-day or class-period absences
- 30+ minutes late to class

Cutting Class and Unexcused Absences

Consequences may include, and are not limited to:

- Detention / Saturday School
 - Loss of privileges/extracurricular activities
 - Parent meetings / SARB referral
 - Loss of work permit
-



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Chronic Absenteeism (CA Ed Code §60901)

- Defined as 10%+ of the school year missed (excused and unexcused).
- PCS will regularly notify families and offer support.
- Persistent absences may trigger further intervention.

Important: School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) is a formal intervention process established by California Education Code to address chronic absenteeism and truancy.

If a student continues to have attendance issues after school-level interventions (such as parent meetings, detention, or Saturday School), PCS may refer the student and their family to SARB.

At a SARB meeting, the student, their family, and school representatives meet with a panel to identify barriers to attendance and develop a contract for improvement.

Failure to comply with SARB recommendations may lead to referral to the Santa Cruz County District Attorney's Office or other alternative programs. SARB is intended to support families in improving attendance and re-engaging students in their education.
