



# ATTENDANCE

**ABSENCE HOTLINE: 714-997-6203**

## **Regular Attendance**

California State Law mandates daily attendance at school until the age of eighteen. No pupil is permitted to leave school at break or any other time before the regular hour of closing without the approval of the school principal or designee. Violation will be considered as truanancies (E.C. 48200).

**If a student becomes ill during the school day, he/she should go to the Health Office. The Health Clerk will call home and will notify attendance.**

## **Reporting a Student's Absence**

A sick child (vomiting, running a fever, or a contagious disease) should not be sent to school. **It is necessary that a phone verification or written explanation be sent to school for each period of absence, stating the specific cause and exact dates of the absence.** Also, be sure to report contagious diseases to the school health clerk. Excused absences are those resulting from personal illness, quarantine under the direction of county or city health officer, medical, dental, optometric, or chiropractic appointments, specific religious reasons, required student court appearances, or death in the immediate family. All other absences are considered unexcused.

## **Attendance Contract**

An attendance contract for prolonged absences can be obtained from your school secretary. Please contact the school well in advance of needing a contract, so that all of the assignments your child will need can be assembled/collected.

## **Late**

When a child comes late to school, please stop in the front office to get a Tardy ticket. This allows your child to quickly transition into the classroom, instead of having to return to the office to get this slip. Students who are continually late to school miss valuable class instruction and create a disruption to the learning of others with a late entrance to the class. Oversleeping, waiting for rides or friends, etc., are not considered as a valid reason to be an excused tardy.

## **Leaving Early**

If you are taking your child out early for the day, please stop in the office. The office staff will call the classroom for your child, and then you will sign him/her out in the book in the office. Please remember the person who checks out the child from the office must be on the emergency card.

## **Absence Explanation**

A principal or designee may require a satisfactory explanation from a student's parent or guardian either in person or by a written note whenever the student is absent for all or part of the school day.

## **Excused Absences**

E.C. 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, optical, 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 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 religious retreats, or attendance at an employment conference, when the pupils absence has been requested in writing by the parent or guardian and approved by the principal or designated representative pursuant to uniform standards established by the board. Please see the Agenda book for more details.