

## SDUHSD ATTENDANCE POLICIES AND PROCEDURES

Regular attendance and class participation are an integral part of our students' learning experience; together, they determine student success. The San Dieguito Union High School District (SDUHSD) is committed to cultivating exemplary attendance habits.

A student is **tardy** when he/she is late to a single scheduled class period.

A student is **absent** when he/she is not present during the entire scheduled class period.

### TRUANCY POLICY

A student is **truant** when he/she is tardy or absent from class without school and parent/guardian knowledge or permission, or when he/she leaves class or school campus without permission before the class or school day is officially over. All *unverified* absences are considered **truant**. **Parents/Guardians have 48 hours to clear an absence or it remains truant in school reports. 48 hours shall mean 2 school days.**

Students who forge notes will be considered truant and will be subject to disciplinary consequences.

### TARDY POLICY

A student is considered tardy if he/she is not in class when the bell rings. Students will be subject to disciplinary consequences for excessive tardies.

### ABSENCE POLICY

Students are expected to be in class on time. If a student is absent for any reason, parents have **48 hours** to verify the absence through the Attendance Office (see section on **Reporting and Clearing Absences**).

- All *unverified* absences will be considered *truant* after 48 hours.
- If an absence is verified by the parent, but the reason for the absence is not categorized as *excused* per California Education Code section 48205 California Education Code section 48205, the absence will be considered *unexcused*. See section on **Excused and Unexcused Absences**.

We will notify parents daily when students are marked absent for one or more periods and when their student accumulates 5 full-day absences at a middle school or 20 period absences at a high school. When a student accumulates excessive absences, he/she may be required to meet with the Student Attendance Review Team (SART). The SART, which includes the student and parent, will develop an attendance contract for the student, and may issue consequences for non-compliance of school attendance policy.

If the SART contract is broken or if the student continues to accumulate excessive unverified or unexcused absences, the student will receive a referral to the Student Attendance Review Board (SARB), which is an extension of Juvenile Court.

Parents/guardians may access their student's attendance history on a daily basis via Aeries.

## REPORTING AND CLEARING ABSENCES

Absences can be reported by **Parent/Guardian note, parent/guardian phone call, parent/guardian email or note from a medical provider confirming the time for an appointment.**

- Upon returning to school the day following an absence, the student should report to the Attendance Office with a note signed by the parent that includes: **legal name, date/periods of absence, and reason for absence.**
- Parents may also email or call with this information in lieu of a note. **Notes, phone calls, or emails lacking any of the required information (name, date/periods, reason) will remain *unverified*.**
- Please note that parents/guardians have **48 hours** following the absence to verify and clear absences. After 48 hours, any *unverified* absences will automatically be considered truant. In exceptional circumstances and only with administrative approval, absences verified after 48 hours may be cleared, but no changes can be made to student attendance after district/state reports have been submitted.

School-sponsored field trips, athletic events, or other *school business* absences can only be cleared by a school official. Parents/guardians are unable to clear these absences, but students should follow up with the appropriate school staff member if they find out their absence has not been cleared after 48 hours.

If students are marked absent or tardy in error, they should contact the teacher who will then work with the Attendance Office to correct the error. Parent/guardian/student will have 48 hours to correct the error from the time they learn of the error.

Students who arrive less than 30 minutes late to school or class should report to class and the teacher shall mark the student tardy. If the tardy meets the excused absence criteria, please contact the attendance office to clear the tardy.

Students who arrive more than 30 minutes late to school or class should check in with the Attendance Office prior to reporting to class. A readmit slip is required to go back to class. Parents may verify a partial period/day absence with a note, email or phone call.

SART or SARB Contract:

Students who have an active SART or SARB contract must provide documentation such as a physician medical verification, etc. to clear any absences or tardies.

**PLEASE NOTE: Allow up to 5 school days for absences verified by parent/guardian note, phone call, or email, Off-Campus Permit, or school official to be reflected in Aeries records.** If verification of your attendance is not correctly reflected in Aeries, please contact the Attendance Office.

## EXCUSED AND UNEXCUSED ABSENCES

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.

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- (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. Immediate family includes father, mother, grandfather, grandmother, brother, sister or any relative living in the immediate household of the student.
  - (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 a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Upon written request of the educational rights holder, prior approval of the Principal or designee and pursuant to Board policy, a student's absence may be excused for additional reasons.

**Such reasons include, but are not limited to:**

- A. Attendance at a funeral service for someone who is not a family member
- B. Family emergencies
- C. Appearance at School Attendance Review Board or School Attendance Review Team

## **MAKE-UP WORK POLICY**

### *Unexcused Absences*

At the sole discretion of the classroom teacher, students may be allowed to make up quizzes, tests, and/or other school work for days students have *unverified* or *unexcused* absences or tardies in their classes.

If a student needs to make up work, upon return to the classroom it is the student's responsibility to make arrangements with the teacher as to the appropriate time to make up the work. The teacher shall determine a reasonable time frame to complete the work.

**Parents/guardians need to contact the Attendance Office if an absence or tardy is not cleared after 5 school days from the date parent verification was sent and is prohibiting a student from receiving credit for an assignment.**

### *Excused Absences*

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion within a reasonable period of time as determined by the classroom teacher, shall be given full credit. The teacher of any classroom from which a pupil is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

## **EXTENDED UNEXCUSED ABSENCES**

Students and parents must speak with the Assistant Principal's Office concerning known absences that will extend beyond 10 consecutive school days.

When school officials are informed that a student will be out for more than 10 consecutive school days as unexcused absences, the student will be dis-enrolled until he/she returns to school. Upon returning to school from an extended unexcused absence, the student will be re-enrolled. Students will not be provided with coursework prior to or during the extended unexcused absence. Upon the student's return to school from the unexcused absence, each teacher will determine what assignments and/or

tests the student must complete to demonstrate mastery of the content covered during the student's extended unexcused absence in order to earn a grade/credits.

### ILLNESS/INJURY

Students returning from extended absences due to **ILLNESS or INJURY** will be required to submit documentation according to the District's Health Office Guidelines.

- **Medical documentation is required for any absence due to illness that extends 5 consecutive school days or more; documentation must be provided before the absence will be cleared.**

### COLLEGE VISITS

College visits do not meet the criteria per California Education Code to qualify as excused absences.

### OFF-CAMPUS PERMITS

Any student who has a medical/dental appointment or who needs to leave campus for any reason after he/she has arrived at school **must first acquire an Off-Campus Permit** from the Attendance Office on the day of the appointment in order for the absence to be properly verified.

- The Attendance Office will not issue a pass unless the parent/guardian has verified the absence with the Attendance Office *prior* to the student leaving campus.
- Students who wish to obtain an Off-Campus Permit must come to the Attendance Office before school, at nutrition/ lunch, or during passing periods *prior* to leaving campus.
- When leaving campus, students must sign out at the Attendance Office. If students return to campus the same day, they must sign back in at the Attendance Office before going to class.

Students who are sick may not leave campus without an Off-Campus Permit from the Health Office. If for any reason the Health Office or Attendance Office is closed, a student should go to the Counseling Office for assistance. Students found off campus without a pass will be considered truant.

**Please note: Parents/guardians cannot excuse their student's absence *after* he/she has left campus without an Off-Campus Permit.**

### STUDENTS WHO ARE 18

Students who are 18 years of age and older may sign their own notes to clear their absences or leave campus. Although 18-year-old students have the power to excuse themselves, an absence will not be excused unless it is in one of the categories listed above for excused absences.

**Medical documentation may be requested at any time to support absences due to illness or medical appointments.** Students who are unable to provide documentation when requested will be considered *truant*.

Complete information regarding attendance and updated attendance policies can be found on the SDUHSD website under [ATTENDANCE](#).