

Excused Absences

(California Ed Code 48205)

A student's absence shall be excused for the following reasons:

1. Student illness
2. Student medical, dental, optometrist, or chiropractic appointment
3. Illness or medical appointment during school hours of a child to whom the student is the custodial parent
4. Quarantine under the direction of a county or city health officer
5. Jury duty
6. Attendance of Funeral of an **immediate** family member
 - 1 day in state
 - 3 days out-of-state and/or country
7. Administrator Approval*

*Administrator Approval may apply with **advanced written request** by the parent/guardian and approval by the principal, for justifiable personal reasons including, not limited to:

- a. Time with an immediate family member called to or returning from a military combat zone (max 3 days)
- b. Observation of a religious holiday or ceremony
- c. Attendance at religious retreat (max 4hrs per semester)
- d. Religious instruction (must attend a minimum school day of 4 periods; max 4 days per school month)
- e. Appearance in court
- f. Attendance at a funeral service beyond #6 above
- g. Attendance at an employment conference
- h. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
- i. Entertainment industry (max 5 consecutive days, 5 times per school year; with valid work permit)
- j. Family Emergencies with clarified explanation

Attending School is the Law

California Compulsory Ed Code 48200: A minor between the ages of 6 and 18 years is subject to compulsory full-time education.

Every School Day Counts

Things to Remember:

- Absences can affect your child's grade
- Students who attend school regularly are more likely to graduate
- Unexcused absences are legally defined as truancies and can lead to legal consequences
- Make your school aware of any issues that may be affecting your child's attendance
- Know your child's school calendar
- Plan vacations around the school calendar

Reporting an Absence

Board Policy requires that **ALL absences and tardies be reported within 3 school days** with the following information:

- Student Name
- ID Number
- Date(s) of absence
- Reason for absence
- Parent/guardian name and signature

Closed Campus Policy

Board Policy 5112.5 Once students arrive at school, they must **remain on campus** until the end of the school day unless they have **brought written authorization** from their parents/guardians and received permission from school authorities to leave for a specific purpose.

For other procedures, Scorpion and more information:

<https://www.camarillohigh.us/students-parents/attendance/>



Adolfo Camarillo High School



Understanding Attendance

Parent and Student Information

4660 Mission Oaks Blvd.
Camarillo, CA 93012
Main: 805 389-6407

Attendance Advisor:
805 389-6471
Attendance Hotline:
805 389-6437

School Attendance Review Board (SARB) Process As Established by Law

Third (3rd) unexcused absence:

Student is classified as Truant, 1st Truancy Notification Letter sent home

➤ Saturday school and/or Lunch Detention may be assigned.

Fifth (5th) unexcused absence:

2nd Truancy Notification Letter sent home

➤ Saturday school and/or Lunch Detention may be assigned

Attendance Meeting:

The 2nd Truancy Notification Letter alerts parent of student's absences and a meeting with Attendance Advisor is required. The meeting will be to find a reasonable solution to improve the student's attendance and prevent SARB referral.

➤ If absences and tardies continue, Saturday School may be assigned.

Tenth (10th) unexcused absence:

3rd Truancy Notification Letter sent home. Student classified as habitual truant. Student and parent may be referred to the School Attendance Review Board.

SARB Meeting:

The School Attendance Review Board will examine each individual case. Parent and student will sign a SARB attendance contract. **Failure to comply with the contract will result in the order of a citation to appear in court.**

Students are responsible for attending all classes on time, every day.

Excessive Excused Absences

If a student goes to the Doctor, Dentist, Therapist, etc. please ask for a doctor's note to excuse the absence and submit note to the **Office Window 2.**

- [Board Policy 5113](#): Physician's Verification is required when a student has had **14 absences** in the school year for illness [*30 minutes or more of missed class time*].
- [Excessive Excused Absence Letters](#): Notify family of student's status approaching 14 illness/medical absences excused by the parent/guardian.
 - **8 Excused absences**: 1st Letter
 - **12 Excused absences**: 2nd Letter, *advised to contact Attendance Advisor*

How can parents/students help?

- Use Student/Parent Vue to **check attendance Twice Weekly** for accuracy and any absences that need to be reported.
- Consider signing up for Scorpion Academy after a full-day absence (recovers an unexcused or excused day)
- Communicate with the school when there are circumstances affecting your attendance.
- Review the difference between not feeling well and not being able to go to school
- Review methods of reporting and other procedures at ACHS Attendance website

Parents, please provide a note for every absence, tardy, and early release!

Unexcused Absences (Truancy)

Definition of Truancy: By law [EC 48260-48273], any pupil who misses 30 minutes or more of 3 or more school days without a valid excuse, whether it's one period each day or three whole days, is considered truant. Many parents object to the term "truant" because they feel it implies their child is a juvenile delinquent, but we do not attach any such meaning to the term.

Unexcused absences include but are not limited to:

- Skipping class • Vacations • Family Events
- Going out of town • DMV appointments
- Car trouble • Traffic/weather delay • Work
- Missed bus/ride • Oversleeping
- Improperly leaving campus early • Caring for a family member • Non-school sports, college visits, or other activities • Late and/or incomplete attendance notes
- **Any other reason not included in Ed. Code 48205**

Failure Grades due to Absences/Tardies (Board Policy 5121)

- Teachers may give a **failing (F) grade** to any student whose **unexcused absences** in the class total **8 or more days during any given semester**, or any student who receives **10 tardies** due to non-participation.