

Attendance Guidelines and Procedures

REPORTING A SCHOOL ABSENCE

To report a Full or Partial Day absence call:

925-855-2798

Students Absent or Arriving Late

WHEN REPORTING YOUR STUDENT'S ABSENCE TO THE SCHOOL PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION:

Student's Name and Teacher

Reason for Absence

Date of the Absence

Your Name and Relationship to Student

Students Leaving Early

If your child will be leaving campus during the school day, please let your child's teacher know.

When arriving on campus to pick your child up, please come to the office to sign them out

Your child will be called to the office.

Student Absences

Current Board Policy regarding absences states, "It shall be the responsibility of the parent and student to establish the nature of the absence to the satisfaction of the principal or designee. All absences which are not cleared within two (2) days after a student's return to school shall be recorded as unexcused."

UN-REPORTED ABSENCES

If a student is marked absent from class but the office is not notified, the following steps will be taken to communicate to parents.

1. Parents will receive an "Attendance Safety Message" email by 8:30AM if the school has not been able to resolve a student absence by that time.
2. If a student absence is still unresolved by the end of the day, an additional attendance message will be sent via email and phone.

Missing the Last Ten School Days for 2022-23 and Independent Study Contracts at the End of the School Year

Students should be in attendance through the last day of school, June 1, 2023, to maintain their enrollment status at their current school. Independent study contracts will not be issued the last 10 days of school. All independent study contract work must be finished and submitted by May 17, 2023 in order for work to be graded and attendance to be recorded.

If your child must leave school earlier than **10 school days (May 17 or earlier) before** the last day of school and does not return before the end of the school year, your child may be subject to the following consequences:

- Incomplete or lowered final grades
- Review by school/district attendance review board
- Unenrolled and placed on the waitlist upon re-enrollment, if space is not available.

If your student is unenrolled, there may not be a space at the current school for your student to return in the fall. In this case, your student may have to be diverted to another elementary school in the district. Middle and High school students may not be able to access their elective choices if they reenroll upon their return.

Please note:

In accordance with California Education Codes 48205 and 48260, and District Board Policy and Administrative Regulation 5113, any student who misses 3 or more school days without a valid excuse, as defined by AR 5113, shall be reported as truant to the District attendance supervisor.

Missing the First Three Days of School 2023-24

As you plan your summer vacation, be aware that **school begins on Thursday, August 10, 2023**. Some of our schools are very full and may have wait lists.

- If your child does not attend the first three days of school, your student may lose their space at your resident school site and be diverted to another school. If there is not space at your resident school when you return, your child will be placed at the closest school based on space availability.
- If you know your student will be missing the first three days, or more, of school please send an email to the principal and office manager/attendance staff at your student's school site