



Attendance Matters. Regular attendance and class participation are an integral part of our student's learning experience and together determine student success. Manhattan Beach Middle School is committed to cultivating exemplary attendance habits and following district and state policies and procedures.

A student is **tardy** when he/she is less than 30 minutes late to a single schedule class period.

A student is **absent** when he/she is more than 30 minutes late or not present during a scheduled class period.

The state of California defines a student as **truant** when they have 3 or more unexcused* OR unverified absences (California Education Code 48260.5). This will result in a referral to the School Attendance Review Team (SART). *Unexcused absences include family vacations and day trips.

Remember to report your absence - <https://www.mbusd.org/apps/form/form.MBUSD.qZBxMLU.2cR>

Excused absences include but are not limited to: illness, medical, dental, optometric, or chiropractic appointment, funeral for immediate family (1 day in California; 3 days out of state), spending time with immediately family who is an active duty member, court date. (CA Ed. Code 48205)

SART Process for UNEXCUSED Absences	SART Process for ANY Reason
<ul style="list-style-type: none">• 3 unexcused absences: Warning letter is sent home.• 4 unexcused absences: Student meets with the counselor to work on an attendance plan.• 5 unexcused absences: Family is referred to the School Attendance Review Team (SART) to develop attendance interventions.• 6 unexcused absences: Family is referred to the District Attendance Team (DART) to develop additional attendance interventions.• 7 unexcused absences: Family is referred to the county School Attendance Review Board.	<ul style="list-style-type: none">• 4 absences for any reason: Warning letter is sent home• 8 absences for any reason: Family is referred to the SART team to develop an attendance plan. Doctor notes will be required for any illness going forward.• 12 absences for any reason: Family is referred to the DART team to develop additional attendance interventions.• 13 or more absences for any reason: Family is referred to the county School Attendance Review Board.

Chronic Absenteeism is any student who has missed more than 10% of the school year at any time in the year and will be referred to the School Attendance Review Team (SART)

Tardy arrivals are marked and data is pulled every two weeks throughout the year.

- **3 – 4 tardies** in a two-week period = 15 minutes of detention
- **5 or more in a two-week period** = 30 minutes of detention
- **The second time** a student receives a tardy infraction, detention is increased to 30 minutes for 3 tardies or 45 minutes for 5 or more tardies.
- **The third time** a student is pulled for a tardy infraction, detention increases to 2 x 30 minutes and a counselor is notified. The SART process may be initiated.
- **8 tardies** per trimester or fourth time a student pulled for a tardy infraction, detention increases to Saturday School. SART process continues.

