

## ◆ Attendance Policies and Procedures ◆

Regular attendance and class participation are an integral part of our student's learning experience and together determine student success. Mira Costa High School is committed to cultivating exemplary attendance habits. Mira Costa's attendance policies are aligned with district and state policies and procedures. It is critical that both parents and students follow protocols for attendance reporting.

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

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

A student is **truant** when he/she is 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 [Z]** after 3 school days.

### TARDY POLICY

A student is considered tardy if he/she is not seated when the bell rings. With the **3<sup>rd</sup> tardy** in any class, a student may be assigned an hour of **detention**. Subsequent tardies will result in further detentions and/or assignment to the Study Zone, a 4-hour study period on a pre-arranged Saturday morning. See **Discipline Matrix**.

### ABSENCE POLICY

Students are expected to be in class and on time every day, every period. If a student is absent for any reason, parents have **3 school days** to verify the absence through the Attendance Office (see section on **Reporting and Clearing Absences**). All [A] *unverified* absences will be considered *truant* after 3 school days. If an absence is verified by the parent but the reason for the absence is not categorized as *excused* per state policy, the absence will be considered [U] *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 3, 5, and 7 unverified absences. When a student accumulates 5 unverified absences, he/she may 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 noncompliance of school attendance policy. If the SART contract is broken or if the student reaches 7 or more unverified absences, the student will receive a referral to the Student Attendance Review Board (SARB) with possible fines imposed on parents, citations issued to student, and/or loss of extracurricular activity participation. Students with 5 or more [Z] - unverified absences (truancies after 3 days) in any class for any reporting period may be assigned to Saturday school.

Parents should access their student's attendance history on Aeries, Student Information System.

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### **HOW TO SEE STUDENT ATTENDANCE IN AERIES**

1. Click on aeries parent portal link: <https://mbusd.asp.aeries.net/student/LoginParent.aspx?page=default.aspx>
  2. Login using your email and password.
  3. Click on Attendance Tab, Attendance.
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### TRUANCY

A student is truant when he or she is absent from school without the permission of the parent/guardian and/or without the knowledge of the proper school authorities. Truant students may still receive a citation from the School Resource Officer for even 1 instance of truancy. Students who forge notes will be considered truant and will receive an assignment of Saturday School. Administration will follow the discipline matrix for repeat offenders. **Guardians have 3 school days to clear an absence or it remains truant [Z] in school reports.**

### MAKE-UP WORK POLICY

Students may not be allowed to make up quizzes, tests, and/or other school work for days students have *unverified* [A], verified *unexcused* [U], and *unverified unexcused* [Z] absences in their classes. **Please consult Aeries records and contact the Attendance Office if an *unverified* absence 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.**

If a student needs to make up work with a teacher during a time that interferes with another class, the student must first obtain ***prior approval*** from the teacher whose class the student will miss and bring a signed school business clearance form from the Attendance Office. Failure to do so may result in an *unverified* or *unexcused* absence.

### **REPORTING AND CLEARING ABSENCES**

Please note that parents/guardians have 3 school days following the absence to verify and clear absences.

Absences can be reported by:

**1) Parent note**

**2) Parent email:**

- Email Attendance Clerk Shubhada Gokarn at: [sgokarn@mbusd.org](mailto:sgokarn@mbusd.org)

**3) Online Absence Form:**

- Visit the Mira Costa Website: [www.miracostahigh.org](http://www.miracostahigh.org)
- Go To Parent Tab
- Click Absence Report Form
- If a student is leaving campus for any reason (i.e., appointment), students must obtain an Off Grounds Permit from the Attendance Office window before they can leave campus. Parents must physically sign them out, or student can present a note signed by parent to the Attendance Office.

PLEASE NOTE: The Attendance Office cannot accept phone calls for reporting a student's absence or requesting an Off Grounds Permit.

When reporting an absence parents must provide the following information:

- 1. Legal name**
- 2. Date/periods of absence**
- 3. Reason for absence**

**Notes or emails lacking any of the required information (name, date/periods, and reason) will remain *unverified*.** After 3 school days, any *unverified* absences will automatically be considered truant [Z]. In exceptional circumstances and with administrative approval, absences verified after 3 school days may be cleared, but no changes can be made to student attendance after district/state reports have been submitted.

If students are marked absent or tardy in error, they should talk to the teacher the next day to clear the absence or change it to “tardy.” If 3 days have passed since the absence was marked in error, students need to obtain an **Absence Clearance Form** from the Attendance Office to have their presence verified by the teacher for whose class they were recorded absent or tardy.

Students who arrive to school 5 minutes late or less should go directly to class. The teacher will mark the student tardy. Students who arrive 6 minutes or more later to school should check in with the Attendance Office. Only a verified note from parent or doctor will excuse tardies as a result of illness or doctor’s visit. All other tardies will be considered unexcused unless it is a school approved reason.

Students who arrive to any class less than less than 30 minutes late will be marked tardy. Whereas, students who arrive more than 30 minutes late will be marked absent. Verification is needed to excuse either scenario.

School-sponsored field trips, athletic events, or other *school business* absences can only be cleared by a school official. Parents 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 3 school days.

**PLEASE NOTE: Allow up to 5 school days for absences verified by parent note, e-mail, Off Grounds Permit, or school official to be reflected in Aeries records.** If after 5 school days your verification does not reflect accurately in Aeries, please contact the Attendance Office.

## **EXCUSED AND UNEXCUSED ABSENCES**

Per California Education Code, *excused* absences include only the following:

1. Student illness
2. Quarantine
3. Medical, dental, optometric, or chiropractic appointment
4. Funeral for a family member of the immediate family
5. Jury duty
6. Illness/medical appointment of a child of whom student is custodial parent
7. Serving as a member of a precinct board for an election
8. Spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, 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.
9. Justifiable personal reason including but not limited to religious observance, appearance in court, attendance at a funeral service of non-immediate family, **when prior approval from the principal or designee is obtained in writing.**

**Absences which do not fall into one of the above categories must REQUEST prior approval from the school principal or designee 2 weeks in advance to be considered for an excused absence.** Parents may submit requests for approval through email or written note to the Attendance Office; school administration approves or denies the absence.

## **COLLEGE VISITS**

Seniors (both semesters) and Juniors (2<sup>nd</sup> semester only) must request prior approval from the principal or vice principal of attendance for all college visits. **College documentation must accompany request.** Parents may submit requests for approval through email or written note to the Attendance Office.

## **EXTENDED ABSENCES and ILLNESS/INJURY**

Students and parents should speak with the Attendance Office concerning known absences that will extend between 5 and 20 school days. With prior approval from the principal or designee, many of these absences may qualify for a Short-Term Independent Study Agreement.

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 days or more; documentation must be provided before the absence will be cleared.** See Health Office Guidelines under **Health Services**. For extended absences due to illness, parents are advised to speak with students' guidance counselors and teachers so that proper accommodations can be made and work provided. **Students who accumulate 14 absences due to illness may be required to submit a doctor's note to excuse illness absences for the remainder of school year. This includes students who are 18.**

## **OFF GROUNDS 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 Grounds 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

student has a signed, handwritten parent note or the parent signs the Off Grounds Permit in person. **E-mails and phone calls are not an acceptable means for requesting an Off Grounds Permit.** Students who wish to obtain an Off Grounds Permit with a signed note must come to the Attendance Office before school, at nutrition/ lunch, or during passing periods prior to leaving campus. If students return to campus the same day, they must bring back the pink Off Ground Permit they were given while leaving so that we can timestamp the time they returned before going to class.

Students who are sick may not leave campus without an Off Grounds Permit from the Health Office. If for any reason the Health Office or Attendance Office is closed, a student should go to the Main Office for assistance. Students found off grounds without a pass may be cited by the School Resource Officer and will be considered truant. **Please note: parents cannot excuse their son/daughter after he/she has left campus without an Off Grounds 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. However, students who abuse this policy may lose senior privileges. **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*.

### **SENIOR PRIVILEGES**

The expectation for senior attendance is the same as it is for all students. Seniors with excessive absences may lose privileges, including Prom, Grad Nite, Senior Breakfast, Graduation and/or other school-based activities.

**ATTENDANCE POLICIES 2018-2019: Complete information regarding attendance and updated attendance policies can be found on the Mira Costa website under ATTENDANCE POLICY.**