

ATTENDANCE

Students are required to attend classes in accordance with compulsory full-time education laws (Education Code 48200). Categories for attendance accountability include the following:

Excused Absence

An excused absence is defined under Board Policy 5113. The teacher is to allow a student to make up the work missed during absences to the degree it is possible for such work to be completed. An excused absence shall be granted for the following reasons:

- Personal illness;
- Quarantine under city or county direction;
- Medical, dental, optometry, or chiropractic services, although students are strongly encouraged to make these appointments outside of school hours;
- Attending funeral services of an immediate family member. Excused absences are limited to one (1) day if funeral is in California and three days (3) if the service is conducted outside California;
- Exclusion for not having been properly immunized. Such absence excused for not more than five (5) school days;
- Jury duty;
- Participation in religious instruction or exercises in accordance with District policy; and
- Serving as a member of a precinct board for an election (Election Code Section 12302).

The school may request medical verification when the student has ten (10) or more medically excused absences per year. The school is required to document verification of the reason of an absence. In addition to a note or call, a school employee may visit the student's home or use any other reasonable method to establish the fact that the student was actually absent for the reason stated (AR 5113).

Warranted Absence

According to BP/AR 5113, a warranted absence must be requested in writing at least two (2) days prior to the absence, must be approved by a site administrator, and, unless otherwise designated below, signed by the teachers of the classes missed. Any absence that isn't requested in advance and in writing will be considered unexcused. Prior approval may be waived by the principal or designee only under exceptional, unanticipated circumstances. The administrator will consider student attendance patterns, current academic performance and previous requests when approving a request for a warranted absence.

The teacher of any class from which the student is absent shall determine, pursuant to the regulations of the Board, what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

A warranted absence may be requested for justifiable personal reasons, including but not limited to, the following:

- Appearance in court;
- Attendance at a funeral service for an aunt, uncle or cousin, or a person other than a member of the student's immediate family;
- Observation of a holiday or religious ceremony, with principal or designees approval and not limited to one (1) day of excusal;

- Attendance at religious retreats for no more than four (4) hours during a semester;
- Employment conference or interview;
- College visits. Limit of three (3) days per year;
- Bereavement beyond excused absence days;
- Tending to an illness or a medical appointment during school hours of a student's custodial child;
- Outdoor Education, or other educational programs sponsored by the school, District or county;
- Partial day absences caused by circumstances beyond the student's control (bus breakdowns highway flooding, etc.) and approved by the principal or designee within one (1) school day of the student's return to school; and,
- Other justifiable personal reasons authorized by the school.

FAMILY TRIPS AND VACATIONS WILL NOT BE WARRANTED UNDER THIS POLICY
Parents/guardians are encouraged to plan family trips and vacations outside of the school year.

Unexcused Absence

According to AR 5113, students may not make up work missed during an unexcused absence except for suspensions. Unexcused absences may lead to loss of credit under school credit loss policies. Unexcused absences include, but are not limited to, the following:

- Cutting class or school;
- Oversleeping, car trouble, missing a ride, etc.;
- Any absence which is not cleared within one (1) day after the student returns to school;
- Extended weekends or family vacations;
- Detainment in juvenile hall; and,
- Suspensions.

Suspensions

Suspensions are unexcused absences and may result in grade reduction. However, work missed due to a suspension may be made up. Teachers of any class from which a student is suspended shall provide to the student all assignments and tests the student would otherwise miss while suspended. Teachers may require the suspended student to complete any assignments and tests missed during the suspension (AR 5144, EC §48913).

Loss of Credit for Excessive Unexcused Absences

The Board-adopted attendance policy attaches credits to time/participation in class. A student in any class may lose one semester unit for five (5) unexcused absences in that class. Loss of credit in courses required for graduation necessitates retaking the course. Beyond the loss of one credit due to excessive absences, students run the risk of failing and, therefore, receiving no credit. Second semester seniors need to be particularly mindful of this.

A student losing credit due to excessive unexcused absences may not be eligible for a parking permit.

If a student is in danger of losing credit, written notice to the parent/guardian shall be sent to provide an opportunity for a conference. During the conference, the student or parent shall have an opportunity to explain the absences.

Appeals

A student or parent/guardian may appeal loss of credit by written letter to an assistant principal. Within 30 days of the written appeal, the assistant principal shall convene a committee comprised of at least two District administrators or members of the local School Attendance Review Board in order to determine a judgment on the appeal. The committee shall sustain or deny the appeal and its decision shall be final.

Grade Reduction for Unexcused Absences

According to BP/AR 5113, a teacher may lower a student's grade a full grade or assign a failing grade if the student has four (4) or more unexcused absences. The student's record will indicate that the failing grade was assigned due to excessive absences (Ed. Code §49067). If the student is in danger of failing for excessive unexcused absences, the teacher shall send written notice to the parent/guardian to provide an opportunity for a conference with the parent or student to explain the absences. Schools shall treat block or extended class periods as one period for grade reduction purposes. Warranted absences will not be cause for grade reduction or failures under this policy section.

Attendance Procedures

- Students who have been absent must have their absence(s) cleared on or before the day of return.
- Absences not cleared on the day of return will be recorded as unexcused (Board Policy 5113). Parents are therefore urged to call the school office **every day of the student's absence**. This procedure will guarantee that absences are accurately cleared and will enable teachers to issue make-up work and support students who are legitimately absent.
- If a student becomes ill or injured while at school, they are to report to the school office in order to notify their parent or guardian and make arrangements for a Permit to Leave School if necessary. **Any student who leaves school without clearing with the office will be considered unexcused.**
- In the event parents are out of the area and cannot be reached for medical or emergency reasons, they must contact school office to provide the duration of the absence and the name, address and telephone number of the person(s) responsible for the care of their student(s) while they are away.
- Students are expected to make routine medical appointments after school hours. In the event this is not possible, parents or guardians must phone or send a note to the school before students may leave the school grounds. If a student leaves campus without checking out with the office, the absence is considered unexcused and cannot be excused.
- Students who are 18 or older may provide their own excuses for absences (EC 46012). The school reserves the right to notify parents when excessive absences are excused by an adult student.
- Additional information is located on each school's website or in the site Handbook Addendum.

Homework Requests

Homework may be requested school once student has been ill for two (2) full days. Please contact teachers by phone or e-mail. Homework may also be accessed through the school/teacher's website.

Attendance Errors

Correction slips may be obtained from school and submitted to teachers for signature. This form must be returned to attendance within two (2) school weeks in order to receive requested correction. Additional information is located on each school's website or in the site Handbook Addendum.

School Attendance Review Board

According to EC §48260, a student is considered truant "who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof." The formal procedure for dealing with truant students includes issuing letters of notification to parents of truant students, meeting with the Student Attendance Review Board as a means of intervention, and referring students to alternative classrooms or schools, as necessary (AR 5113.1).

Open Campus at Lunch Time

The Board of Trustees establishes an open campus at all District high schools only during the lunch period (BP 5112.5). While off campus, students are expected to practice responsible behavior and to return to their next period classes on time. Students shall not leave the school grounds without permission of school authorities at times other than lunch. Students are subject to school disciplinary consequences, up to and including suspension and expulsion for offenses that occur off campus during the school day. The principal is authorized to close the campus under the conditions of emergency or to ensure student health and safety.

Tardy/Absence Policy

Attendance is an important factor in a student's success at school. Because attendance affects grades, each school site has a consistent policy for relating attendance and grades. Details regarding the site-based policy are available at each school's web site.

Student Residency/InterDistrict Transfer Policy

Under the California Education Code, students are required to attend school in the district where their parent or guardian resides, unless they obtain an Interdistrict attendance transfer. Students who reside outside the boundaries of the Tamalpais Union High School District may attend district schools only if they have an Interdistrict Transfer Request approved by both the student's district of residence and the Tamalpais Union High School District. Interdistrict Transfer Requests must be approved **annually** for each student. The application process begins at the student's district of residence.

The Tamalpais Union High School District will approve an Interdistrict Transfer Request into the district for the comprehensive schools only if the transfer request meets the criteria set forth in BP/AR 5117-Interdistrict Attendance.

The superintendent will deny a transfer, or revoke an existing transfer, if material information provided on the transfer form, or submitted in support of the initial claim of residency, is discovered to be false or fraudulent.