

WHS ATTENDANCE POLICY

Attendance Office (949) 936-7801

Students will attend all of their classes (E.C. 48260). All absences must be cleared by a parent or guardian **within 3 school days** to be considered excused. Only parents or guardians may write notes or phone in absences.

Legally Excused Absences and Tardiness per Education Code 48205

- Personal illness or injury.
- Medical, dental, optometric, or chiropractic services rendered.
- Attendance at funeral services for a member of the immediate family.
- Observance of a religious holiday or ceremony.
- Appearance in court.
- Family emergency
- Quarantine under the direction of a county or city health officer, failure to present evidence of immunization, carrier of a contagious disease.
- School business including, when applicable, conferences, WHS sponsored field trips, SARB meetings, and on-campus testing.

Unexcused Absences and Tardiness per Education Code 48260-48273

- Truancy
- All absences not covered in the above list of excused absences.

Truancy: Students without a valid excuse (unexcused absence) for **three (3)** full school days in one school year or tardy in excess of thirty (30) minutes during a school day on any three (3) school days in one school year without a valid excuse, or any combination thereof, shall be classified as a **truant**. Students with more than **10** total absences shall be classified as **truant**. Students will **10** or more tardy marks in one period in one semester shall be classified as a **truant**. Students exhibiting irregular attendance, with excessive or unusual absences or patterns of absences, can be classified as a **truant**. The parent/guardian of a student classified as a truant will be notified via a SARB letter noting the following: (Education Code 48260.5)

1. The student is truant.
2. The parent/guardian is obligated to compel their student to attend school.
3. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48260 et seq.
4. The availability of alternative educational programs in the district.
5. The right of the parent/guardian to meet with appropriate school personnel to discuss the solution to the student's truancy.

Habitual Truant: Students who have been defined as a truant three (3) or more times in one school year shall be classified as a Habitual Truant. A Pre-SARB conference will be set up with the student and his/her parent, the site administrator and district officials. This meeting may result in a referral to attending a meeting with the local District Attorney to discuss truancy laws and/or the SARB panel (Education Code 48261).

SARB Panel: The IUSD SARB panel meets at the Irvine Police Department. Representatives from the school site, the District Office, Health Services, Social Services, Guidance Services, Probation, the District Attorney's office and the Irvine Police Department sit on the panel.

WHS Tardy Policy: Students are expected to arrive to class on time every day. Students who arrive 0-29 minutes late to class will be marked tardy by the instructor. The following consequences will apply to all WHS students as they accumulate unexcused tardy marks.

- 0-3 tardy marks: Teacher's discretion on action. Could result in warning, in class detention or after school detention
- 3-6 tardy marks: Any of the following: Detention, campus beautification, parent contact
- 7-9 tardy marks: Referral to administrator. Saturday School assigned, Student Contract
- 10+ tardy marks: SARB letter sent to family