



Attendance

(Education Code 48200)

(BP/AR 5113)

The State of California mandates that all persons between the ages of 6 and 18 years of age attend school on a full-time basis. Parent/guardian are legally responsible for enrolling their children in school and also for the punctual and regular attendance of their children.

Regular attendance in school is highly correlated to student achievement. In order for your child to do his/her best, it is important that he/she be attend school every day. Whenever possible, make medical, dental, or other important appointments outside of school hours, except for emergencies.

When it is necessary for your child to be absent from school, or to come to school late, the school must receive notification each day from the parent/guardian through a phone call or note explaining the reason(s). Parent/guardian must call the school attendance clerk before 9:00 am. An official note from a physician will be required if a student is absent for more than 3 days.

Fillmore Municipal code (15.32.015) requires parent/guardian ensure their child attend school. Students who are truant are subject to a citation and appearance with their parent/guardian in court. A conviction for violation FMC 15.32.015 may result in a penalty. Subsequent convictions may results in increased penalties.

Arrival & Dismissal

Please contact your child's respective school regarding the bell schedule to ensure that he/she report to school each morning on time. All students should go home directly at the end of the school day unless they are involved in an afterschool activity. Parent/guardian who wish to have a student excused early must go to the school office and the student will be called to the office and released to the parent/guardian after signing them out. Students will not be allowed to wait for parent/guardian in the front office for pickup.

- **Late Arrival to School:** Students who arrive late at beginning of the school day need to check in at the attendance office for a pass to class. Students who arrive late to school shall have a written note explaining the reason for their tardy.
- **Early Dismissal:** To leave the school during class time or between classes, a student should bring a note from the parent/guardian, prior to the beginning of the school day, stating the reason for leaving and the time to be dismissed from school (school staff must be able to reach the parent/guardian by phone in order to secure permission to leave school). The note needs to be submitted to the Attendance Office.
- **Illness at School:** Student receive permission from a teacher to go the nurse's office, the Health Clerk will call home to either have the student picked up by parent/guardian or another individual listed on the emergency card or will obtain permission for the student to leave and walk home.
- Students who leave campus without obtaining clearance as described above will be marked "truant" for each period missed.



Absences

Clearing Absences:

Parent/guardian must clear all absences in advance and or within **3 school days** by calling the school attendance clerk, or by writing a note including the following information:

- Student's full legal name (please print name clearly).
- The day(s) and date(s) of absence(s).
- Reason for the absence.
- Parent/guardian name and the relationship to the student.
- Home and work phone numbers.

All absences not cleared within 3 days will be considered truancies and will be counted in assigning Attendance Codes.

Excusable Absences:

California Education Code lists the following as the only legal excuses for absences from school:

- **Personal Illness:** The school may require certification from a doctor if it is deemed advisable. (After 5 or more days of absence due to illness, a note from a doctor is required).
- **Quarantine in the Home:** An absence arising from this condition is limited to the length of quarantine as fixed by county or city health officer.
- **Death of a Relative:** For the purpose of attending the funeral services of a member of the immediate family. One day for in state, and three days for out of state.
- **Medical Appointment:** Services rendered include medical, dental, optometry or chiropractic. Any student absence due to a doctor or dental appointment must be cleared with written proof of the appointment from the doctor or dental office.
- **In-School Suspension.**
- **Court Appearance.**
- **Short Term Independent Study.**

Unexcused Absences

Students can request makeup work for unexcused absences from their individual teachers. Teachers, at their discretion, may or may not grant these requests. The following is a sample list of unexcused absences:

- Vacations.
- Family need (other than personal illness or bereavement).
- Truant to classes/Tardy to class.
- Suspension.



STUDENT ATTENDANCE REVIEW TEAM (SART)

Student Attendance Review Team (SART) at their respective school to reviews student attendance and disruptive behavior at the site level. Students who are considered a habitual truant by their respective school will be referred to SART. The SART will meet with the parent/guardian and student to review student attendance record and sign an Attendance Contract. Students who do not comply with the contract agreement, and misses one more period/day of school for anything other than a documented, excusable reason, the student's name and record may be forwarded to the Fillmore Unified School District School Attendance Review Board (SARB) and the student and parent/guardian may be required to attend a hearing regarding the student's attendance/behavior and respond to questions from the board regarding the issue(s) of concern.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

School Attendance Review Board (SARB) reviews student attendance and disruptive behavior at the district level. Students may be referred to SARB for habitual truancy, irregular attendance, habitual insubordination, or disorderly conduct at school.

- SARB may direct that a student take part in community services.
- SARB may involve the district attorney or the county probation department in a student's case.
- SARB may transfer the student to another school or to an alternate education program.

TARDY

Students who are not in their designated place (review individual teacher policy) when the final tardy bell rings to signal the start of the class period, shall be marked tardy. Students who are habitually tardy may be referred to School Attendance Review Board.

TRUANCY

If your child has excessive absences he or she will be classified as a truant. California Law defines a truant as a student who is absent without a valid excuse 3 days in one year and/or more than 30 minutes late, 3 times in one year or a combination of the two. Parent/guardian of chronically truant may be referred to Student Attendance Review Board (SARB).