

PUPIL ATTENDANCE

The following guidelines are consistent with the requirements of the Fullerton Joint Union High School District and the intent of the Education Code of the State of California.

1. Students are expected to attend all classes for which they are registered every day that classes are in session.
2. Students will be considered to be in school and in class for attendance accounting purposes unless reported as absent by a parent and/or a teacher.
3. The parent or legal guardian is expected to notify the school on each day of a student's absence or indicate the expected date of return upon first notification. Upon returning to school, the student may proceed directly to class or may be directed to check into the attendance office prior to returning to classes, according to local campus procedures.
4. If the parent or legal guardian is unable to call, he/she is expected to provide a written communication stating the reason(s) for the absence which is to be received by the attendance office prior to the student's return to his/her classes. A student must clear any absence within three (3) or less days of return to school according to local campus guidelines. Uncleared absences will be considered as truancy.
5. A student who is absent from school for reason of illness for more than five (5) days may be required to furnish a note from a physician prior to readmission.
6. A student who is absent for confidential medical services shall be excused per AR 5113.
7. Per Education Code a student who is absent from school or class without a valid reason for more than three (3) days or who is tardy to any class in excess of thirty (30) minutes for more than three (3) days in one school year is a truant.
8. Once a student has been identified as a truant, parents/guardians shall be notified by telephone and/or letter indicating that:
 - a. their child is truant;
 - b. they are obligated to compel the attendance of the student at school;
 - c. should they fail to meet this obligation they may be guilty of an infraction of the law and subject to prosecution;
 - d. alternative educational programs are available;
 - e. they have the right to meet with appropriate school personnel to discuss solutions to their child's truancy; and
 - f. the student may be referred to the Fullerton School Attendance Review Board for further disposition based on the judgment of the principal or designee.
 - g. their student may be subject to prosecution;
 - h. their student may be subject to suspension, restriction, or delay of the student's driving privilege; and
 - i. it is recommended that they accompany the student to school and attend classes with the student for one day.
9. Continuing absences from class may result in limitations on the ability of the student to a passing letter grade in the class. [Education Code Section 46010]
 - a. The absence of a student from school or class shall be excused if the absence was:

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1. Due to his or her illness.
2. Justifiable personal reasons approved by the parent or guardian and known prior to absence by the school principal or designee, limited to appearance in court, religious holiday, funerals, or due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (Members of the immediate family means the mother, father, grandmother, grandfather, spouse, brother, or sister of the student, or any relative living in the immediate household of the student.
5. For the purpose of jury duty.

GRADE:

Upon returning to school, a student will be allowed one day to make up work missed for each day absent unless time is extended by the teacher. Make-up work will be included in determining the letter grade. Some grades are an evaluation of group activities and class experiences that cannot be duplicated by individual makeup, and the letter grade of an absent student may be adversely affected.

CREDIT:

If all work missed is made up satisfactorily, a student will earn the appropriate grade for the work completed. Failure to make up work satisfactorily may result in a student not earning full units of credit and/or the lowering of the grade.

- b. For students absent from class due to administrative suspension from class or school:

GRADE:

Upon returning to class the teacher may require the suspended student to complete any assignments and/or tests missed during the suspension. A grade will be given if assignments and/or tests are required and the grade will be computed in the grade average for the class.

CREDIT:

If all work missed is made up satisfactorily, a student will earn the appropriate grade for the work completed. Failure to make up work satisfactorily may result in a student not earning full units of credit and/or the lowering of the grade.

- c. For students absent from class due to truancy/unexcused absences:

GRADE:

If all students in the class are given a grade for work completed on that day, a grade of "F" will be recorded for the truant/cutting student and will be computed in the grade average for the class.

1. Prior to assignment of a failing grade, the pupil or the pupil's parent or guardian shall be given three (3) days following an absence to explain the absence.
 2. If the determination is that the absences are unexcused, the teacher may assign a failing grade.
 3. This regulation shall apply to the parent or guardian of any pupil without regard to the age of the pupil.
10. The District shall exclude any pupil who has not been immunized properly (pursuant to Chapter 1 of Part 2 of Division 105 of the Health and Safety Code). Parents/guardians shall be:
- a. notified that they have two weeks to supply evidence either that the student has been properly immunized or that the student is exempted from the immunization requirement.
 - b. referred to the student's usual source of medical care to obtain the immunization, or if no usual source exists, referred to the county health department. [Education Code Section 48216]

Regulation approved: June 28, 1985, September 13, 1985; December 8, 1998; August 1, 2013; October 21, 2013; September 8, 2014, March 21, 2016