

Santa Cruz High School Attendance Policy

Kinnison Gallagher, **Attendance Office: (831) 429-3960 Ext. 206**

California State Law requires regular school attendance. It is the responsibility of the parent/legal guardian to ensure children 6-18 years old attend school daily.

Attendance Online

You can view your student's attendance through the **Illuminate Parent Portal**. If you do not already have your parent portal log-in information, please call Lauren Rose in the Main Office at Ext. 204. *Please verify with the school that we have your accurate phone number and email.*

- **All Absences and Tardies must be cleared through the attendance office within 72 hours.**
- **Absences due to illness that exceed 28 class periods are considered excessive and will require medical excusal.**
 - EXCUSED ABSENCES:
 - Illness or injury (doctor's note required for illnesses exceeding 3 consecutive days)
 - Doctor / Dentist Appointment
 - Funerals
 - College visits (2 days maximum)
 - UNEXCUSED ABSENCES:
 - Vacation; Oversleeping; Car trouble; Traffic; Drivers test; Child care; Personal business; Out-of-town visitors; Weddings; On campus, but not in class; Tardy over 30 mins.
- Per California State Law [EC Section 48260], **3 (three)** unexcused partial or full-day absences will lead to implementation of Truancy consequences.
- Habitual truancy consequences include, but are not limited to: Truancy notification letters; Saturday School assignment; Loss of sports or extracurricular privileges; Student Intervention Team.
- Continued truancy or failure to participate in the Student Intervention Team will result in a referral to the District's Student Attendance Review Board (SARB).
 - TARDY POLICY:
 - Tardies are indicated by the school clocks (pick up tardy passes at the Attendance Office)
 - Parent/guardian must call or provide a note to attendance to clear tardies *for reasons listed in the excused absence section only.*
 - Excessive Tardies will result in the assignment of Lunchtime Detention
 - *Missing Lunchtime Detention will result in Saturday School.*
- Our computerized dialer will call home nightly each time a student is marked Absent or Tardy to any class if the parent has not already excused the absence.
- **Teachers are not required to provide classwork, accept homework, or allow make-up tests on days recorded as unexcused.**
 - LEAVING CAMPUS, MEDICAL APPOINTMENTS, GOING HOME SICK:
 - If your student needs to leave school for a medical appointment or other reason, please contact the Attendance Office for an Off-Campus Pass and indicate the time of departure. Students are to collect their pass and present it to their teacher prior to leaving campus.
 - Should your student contact you with an illness-based desire to leave, instruct them to first check out with the Health Clerk in the main building.
Early departure outside of these procedures will be considered unexcused.