



2022-2023 PCHS ATTENDANCE POLICY

Effective Fall 2022 SY

Compulsory Education

California Education Code (EC) Section 48320

Each person who is between the ages of six and eighteen years and not otherwise exempted is subject to compulsory full-time education by the State of California. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education programs. Parents are required by law to send their children to school.

Attendance Requirement

Our Attendance Policy is designed to make students aware of the relationship between achievement and good attendance. This policy recognizes the fact that consistent in-class instruction is essential in assuring student success. When students attend school, they have the opportunity to fully participate in instructional activities, are more likely to go to college, and enjoy the rich variety of academic opportunities PCHS offers.

All students are expected to maintain "satisfactory attendance". Only students with satisfactory attendance may participate in

- Senior off-campus lunch privileges;
- Homecoming Dance and Prom;
- Grad Nite @ Disneyland;
- Senior Yearbook Party
- Obtain and maintain a Work Permit (EC 49110);
- Awards Ceremonies and/or Banquets;
- College Visits;
- Graduation ceremony;
- Performances and Athletic Competitions, and
- Clubs and other Extracurricular activities

Palisades Charter High School defines "unsatisfactory attendance" as a student with more than seven (7) tardies to any one class in a semester and/or absence for more than any 30-minute period during the school day without a valid, documented excuse on three or more days in one school year (EC 48260). The major responsibility for attendance lies with the student and his or her parent/guardian.

Seniors with more than 7 verified, but unexcused absences (IC Code #2, IC Code #3, etc.) in one class during the semester may risk the opportunity of participating in the graduation ceremony.

No-Go List Policy

Students with 3 or more unexcused absences from any one course during the grading period (see 2022-2023 grading period dates below) will be ineligible to participate in extracurricular activities including team sports/events, VAPA, and extracurricular field trips. **Excessive absences may result in a student not passing the course due to lack of participation, assignment submissions, low test scores, etc. It is imperative that students make arrangements with teachers prior to any planned absences from class.**

2022-2023 Grading Period Dates

	Fall Semester 2022	Spring Semester 2023
Progress 1	August 17 - September 29, 2022	January 10 - March 2, 2023
Progress 2	September 30 - November 10, 2022	March 3, - April 13, 2023
Final Grading	November 14 - December 16, 2022	April 14 - June 8, 2023

Parents, Guardians, and Families Influence Attendance – Get Involved!

- Plan family events and vacations for non-school days only. Schedule non-emergency medical and dental appointments during after-school hours.
- Ensure PCHS has your accurate daytime contact information, including mobile and work phone numbers and/or email addresses.
- Encourage your children to actively communicate with their teachers when they miss school or know that they will be absent. Communicate often with your student’s teachers.
- Routinely check your child’s attendance using our online information system.
- Alert the Attendance Office and your child’s counselor of any issues that may be causing your child to miss school.

Going to school every day is required and enforced by law. Parents and guardians are responsible for ensuring that their children regularly attend school and arrive on time. Families and PCHS personnel can act as partners to teach students the importance of attendance so young adults are prepared for the future. Attendance demonstrates responsibility and dedication to future employers and plays a key factor in the hiring and promotion of employees.

Attendance Definitions

A. Absence (CA Ed Code 48260 (a))

A student will be considered absent if

1. They are not present for an entire class period or entire school day; or
2. They are thirty (30) or more minutes late for class without a signed school pass; or
3. They have three (3) unexcused tardies, which will be counted as the equivalent to one (1) absence.

B. Absence Note

An acceptable absence note is a written statement of the date(s) and reason(s) for an absence or tardy. This note must be signed by the student's parent or guardian, or by the student if the individual is age eighteen (18) or older and has submitted proper documentation for parental approval to sign notes. In order to be added to the [PCHS 18+ Student Attendance Responsibility](#) list, please submit the required documentation. Returned documents must be notarized. The forms are available in the Attendance Office.

A student returning to school after an absence must bring documentation to the Attendance Office (or submit via the [PCHS Online Attendance Verification Form](#)) specifying the date(s) of an absence and the reason for the absence. The note must be signed by a parent or guardian for re-admittance to school, otherwise, the absence(s) shall be deemed unexcused. If a student is 18 or older, and has prior approval from a parent or guardian and submitting a PCHS 18+ Student Attendance Responsibility Form, that student may sign the note. The note should be submitted to the Attendance Office staff to clear before the student goes to class. If a student returns without a note, they will be considered **truant** if no note is provided after **three** days.

C. Excused Absence (CA Ed Code 46014, 48205)

With the written consent of their parent(s) or guardian(s), a student may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. *No student shall have their grade reduced or lose academic credit for any excused absence or absences if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. One day shall be granted for every day of absence.*

Notwithstanding Section 48200, a student shall be excused from school when the absence is:

1. Due to the student's illness.
2. 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 the student's 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.
5. For the purpose of jury duty in the manner provided for by law.

6. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the student's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the student's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event.
Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
 - A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 - For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 - Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 - "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the student.

Excusable Absence (California E.C. 48205)

Reason Code #1(1M –Medical, 1N- Nurse, 1P- Parent) on Student's Attendance Record

1. Illness or injury of pupil
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic services

4. Funeral of an immediate family member (may include any relative residing with the pupil)
- 1 day: in-state | 3 days: out-of-state and/or country
5. Jury duty
6. Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent
7. When requested in writing by a parent AND approved by an administrator, personal reasons such as appearance in court, funeral service, holiday or ceremony of student's religion, or attendance at an employment conference can be considered
8. Serving as a member of a precinct board pursuant to Section 12303 of the Elections Code.
9. Spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services—duration up to the discretion of the district superintendent.
10. Approved school activity (sporting, [college visits](#), etc.)

D. Hall Pass Policy

Students may not be out of class without teacher permission and a hall pass. All students should take care of personal needs during nutrition, lunch, and passing periods. Passes will not be issued during the first or last 20 minutes of class/period. Students truant from class or out of class without a hall pass may be referred to the Dean's Office, assigned detention, or assigned to Saturday School.

E. Unexcused Absence (CA Ed Code 48263.6)

An absence will be deemed unknown or unexcused if the student does not submit an absence note to the attendance office upon return to school.

Absences for reasons listed below are "unexcused, but verified" if the parent or guardian authorizes the absence for any of the following:

1. Personal reasons not classified as excused by California Education Code and PCHS Board Policy.
2. College visits without prior administrator approval.
3. Family vacation, going to the beach, lake, river, mountains, or desert.
4. Getting ready for an event.
5. Babysitting, taking care of other family members.
6. Repairing car or household items.
7. Waiting for service or repair people.
8. Attending a sporting event other than a school-sponsored event in which the student is a participant.
9. Other reasons not included in Education Code sections 46010 and 42805.

Please note: any absence not cleared within three days will be considered a truancy.

All other absences will be considered UNEXCUSED. California Education Code states that teachers do NOT have to give a student make-up work for an UNEXCUSED absence.

F. Stamped or Signed School Pass

A student may obtain a signed or stamped pass from school personnel (teachers, administrator, office staff, etc.) if the student is detained for school-related business only. The pass should indicate the date, time of departure, and location of the departure and destination points.

G. Tardy

A student will be considered tardy if they are not in their seat, ready to work when the tardy bell rings. Excused tardies are at the discretion of PCHS. To be considered an excused medical tardy, a verified medical note is required.

Unexcused Tardies

- Alarm did not ring/slept late.
- Car problems/flat tires/no gas.
- Traffic; traffic lights not working, etc.

The absence policy stipulates that three (3) unexcused tardies count as one (1) absence.

H. Tardy Sweeps

Students are to arrive to class on time each and every period. Tardy sweeps are designed to identify students who are chronically tardy to class/school and to encourage promptness. The consequence for students caught in tardy sweeps is a lunch detention, which could lead to Saturday Detention. Tardy sweeps are conducted regularly during random periods. Students tardy during a tardy sweep will automatically be issued detention. Please check your records with the Attendance Office if there are any questions and monitor your attendance on Infinite Campus.

I. Truancy (CA Ed Code 48260)

A student is truant when they are absent from school without the permission of the parent/guardian and/or without the approval of the proper school authorities. Truant students may still receive a citation from the School Resource Officer for even one instance of truancy. Students who forge notes will be considered truant and will be recommended to the Dean's Office. Teachers and administrators will handle other consequences for truanancies and tardies, which can include assigning Saturday Schools or other consequences. Excessive truanancies or absences will be referred to the School Attendance Review Board (SARB).

After the fifth day of illness/health related absence per parent note (IC Code #1P), even if non-consecutive, the student must bring in a doctor's note or documentation from PCHS Health Office or Student Support Services excusing illness/health related absences. When a student has excessive absences in the school year for illness, any further absences for illness must be verified by a physician or documentation from PCHS Health Office or Student Support Services. Chronic truancy (4 or more unexcused absences in any class per semester) will result in a referral to the School Attendance Review Board (SARB).

J. Verify Absences

To verify means to submit documentation that will code an absence as excused or unexcused.

Attendance, Tardy, and Truancy Policy Explanations

Absences and tardies will be documented on a cumulative basis for the semester. Any and all unexcused absences for the semester will not carry over into the subsequent semester.

The staff of Palisades Charter High School encourages each student to strive for academic excellence. Teachers are committed to providing quality lessons, which are challenging, rewarding, and interesting for students. It is the students' responsibility to take advantage of the learning opportunities that are offered during each class period. All students are expected to be punctual and prepared for each class daily.

If a student arrives 30 minutes or more into the period, it will be recorded as an absence, which may turn into truancy [Ed Code 48260 (a)]. Excused tardies are at the discretion of PCHS. To be considered an excused medical tardy, a verified medical note is required.

1. Students are to be in their seats, ready to work, when the tardy bell rings, or they will be considered tardy.
2. A student who arrives in a class without a stamped or signed school pass will be considered tardy unexcused. Tardies may be excused by school personnel only. Three (3) unexcused tardies will equal one (1) absence. With the third tardy in any class, a student may be assigned lunch detention. Subsequent tardies will result in further detentions and/or a 4-hour study period on a prearranged Saturday morning.
3. A tardy without a signed or stamped school pass of more than 30 minutes to a class will be considered an absence from that class.
4. Absences and tardies will be documented on a cumulative basis for the semester. Any and all unexcused absences for the semester will not carry over into the subsequent semester.
5. Students with 3 or more unexcused absences from any one period during the grading period (see 2022-2023 grading period dates on page 2) may be deemed ineligible to participate in extracurricular activities, including team sports/events, VAPA, school events, student privileges including off-campus lunch passes, and extracurricular field trips. Excessive absences may result in a student not passing the class due to lack of participation, assignment submissions, low test scores, etc. It is imperative that students make arrangements with teachers prior to any planned absences from class.
6. Teachers must continue accepting work from students and maintain their records regardless of any student's absences.
7. A student returning to school after an absence must bring documentation to the Attendance Office (or submit via the [PCHS Online Attendance Verification Form](#)) specifying the date(s) of an absence and the reason for the absence. The note must be signed by a parent or guardian for re-admittance to school, otherwise, the absence(s) shall be deemed

unexcused. If a student is 18 or older, and has prior approval from a parent or guardian and submitting a PCHS 18+ Student Attendance Responsibility Form, that student may sign the note. The note should be submitted to the Attendance Office staff to clear before the student goes to class. If a student returns without a note, they will be considered **truant** if no note is provided after **three** days.

8. Upon returning from an absence, a student must be in class by 8:30 a.m., having already cleared the absence in the Attendance Office. Students who are in the attendance line before 8:20 a.m. will receive a tardy excuse if their note is processed after 8:30 a.m. Students arriving in the attendance line after 8:30 a.m. will be marked tardy unexcused.

Attendance Reporting (Daily/Semester)

The computerized attendance and grade system (Infinite Campus) records attendance each period. Instead of one official attendance period each day, all classes will be accountable for attendance. Parents/guardians are encouraged to log in to the computer to check on their student's attendance at any time during the day. Please use the following link:

<https://palisades.infinitecampus.org/campus/portal/palisades.jsp>

In Infinite Campus, an "A" stands for absent and a "T" stands for tardy. A list of computer codes for attendance can be found on the following page.

1. Teachers will emphasize the importance of maintaining good attendance for achieving academic success.
2. Teachers will also notify parents via progress reports and/or other written correspondence, or by telephone, that students are in danger of failure after excessive absences in their class. Absences and tardies for each class will automatically be reported for all students on all progress reports and report cards.

Absence and Tardy Codes

Excused Absences and Tardies

There are **only nine types of excused absences** as defined by California Ed Code Section 48205.

1. Illness or injury of pupil
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic services
4. Funeral of an immediate family member (may include any relative residing with the pupil)
This is not to exceed one (1) day for an in-state funeral or three (3) days for a funeral held out of the state or country
5. Jury duty
6. Illness or medical appointment during school hours of a child of whom the pupil is a custodial parent

7. When requested in writing by a parent AND approved by an administrator, personal reasons such as appearance in court, funeral service, holiday or ceremony of student's religion, or attendance at an employment conference can be considered
8. Serving as a member of a precinct board pursuant to Section 12303 of the Elections Code.
9. Spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services—duration up to the discretion of the district superintendent.
10. PCHS-approved school activities (sporting, college visits, etc.)

Infinite Campus Attendance Code Colors	
Excused Absence or Tardy	GREEN
Unexcused Absence or Tardy	RED
Unknown Absence or Tardy	YELLOW

Infinite Campus - Absence Codes & Explanations				
CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	COUNTS as an ABSENCE
A <i>(Marked by Teacher)</i>	Absence Not Yet Verified <i>Used by teachers to indicate a student was absent, reason TBD.</i>	Unverified	Unexcused	YES
8	Unexcused Tardy MORE than 30 Minutes <i>Students must check in with the Attendance Office and are then sent to class. Student does not present a valid excuse. Tardy counts towards truancy accumulation.</i>	Unverified or Verified	Unexcused	3 = Absence YES
CV	College Visit <i>College/University Visit Form must be completed and documentation provided upon return. Up to six days per school year will be excused. Days absent count in accumulation.</i>	Verified	Max 6 Excused	YES
FT	Field Trip	Verified	Excused	NO

1P 1M 1N	Illness or Medical Appointment <i>If an appointment is during the school day, the Permit to Leave School Grounds slip needs to be signed and returned to the Attendance Office.</i>	Verified	Excused	YES
7	Excused Tardy <i>When a student is tardy for reason identified in EC 48205(a), for any length of time, the student must take note to the Attendance Office.</i>	Verified	Excused	NO
4I	In-school Suspension <i>Assigned for disciplinary reasons, parents are notified. The student is responsible for completing make-up work.</i>	Verified	Excused	NO
3	Non-Compliant <i>Truant (arrived more than 30 minutes late without a valid excuse)</i>	Unverified	Unexcused	YES
4	Suspension <i>Assigned for disciplinary reasons, parents are notified. Makeup work will be provided at the discretion of the teacher.</i>	Verified	Unexcused (Not in Truancy Count)	YES
T (Marked by Teacher)	Tardy LESS than 30 Minutes Not Yet Verified <i>Used by teachers to indicate a student was tardy. The student reports directly to class. Students take parent notes to the Attendance Office during nutrition, lunch, or before/after school.</i>	Unverified	Unexcused	3 = Absence YES
2	Parent Explanation for absence is NOT included in EC 48205 <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
EC TP	School Activity <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO

5	<p>Administrator Approval for Personal Reasons <i>Must be requested in writing in advance. Based on 48260(c), "discretion of school administrators & facts of pupil's circumstances" such as court appearance, funeral, religious holiday or ceremony</i></p>	Verified	Excused	YES
1P	<p>Excused Absence <i>All reasons identified in EC 48205(a) (except illness, medical, admin approval or college visit)</i></p>	Verified	Excused	YES
8	<p>Unexcused Tardy LESS than 30 Minutes <i>Students report directly to the Attendance Office to receive a pass permit.</i></p>	Verified	Unexcused	3 = Absence YES
Z	<p>State Emergency <i>Only used at the direction of an administrator with state authorization.</i></p>	Verified	Excused	NO

Attendance Interventions

1. PCHSstaff shall counsel any student who has excessive absences or tardies.
2. Teachers shall notify the Attendance Office if they see a developing attendance pattern or problem.
3. Parents shall monitor daily attendance and progress report grades through their Infinite Campus parent portal computer access.
4. Counseling or Health Office conferences shall occur upon identified chronic absenteeism.
5. A parent conference shall be required if the school determines that there is a developing pattern of attendance problems. The student and parent(s) or guardian shall sign an attendance contract at the close of this meeting.
6. School Attendance Remediation Board Hearing shall be conducted to decide mitigation for continued chronic absenteeism, which could result in Saturday School attendance or a different educational setting.

Verifying Absences

Attendance is reported each period to the Attendance Office. Parents will be notified of absences by automated phone messages and computer-generated letters. Parents are also encouraged to check Infinite Campus (Parent Portal) on a regular basis for up-to-the-minute attendance reports. In the event of an absence, students must verify the absence with the Attendance Office. Students may visit the Attendance Office before school, during nutrition/lunch and/or after school.

To verify the absence see "Re-Admittance from an Absence."

Absence notes must be signed by a parent/guardian. The school must be notified each day of an extended absence. (A written note does not automatically mean an excused absence.)

PCHS no longer uses the term “clearing absences”. The term “clearing” absences gave an impression to families that they are erased from their students’ records. This is not true. To verify an absence means that the family has provided documentation regarding the whereabouts of the student’s absence.

PCHS Online Attendance Verification Form

Parents/Guardians may request early check-out or report an absence using our Online Attendance Verification Form here: <https://forms.gle/rdLYn142hK4Qifcu9>.

- After the Online Attendance Verification Form is filled out and submitted to the school, an attendance secretary may call you to confirm and then create an early check-out pass for your student to pick up at the Attendance Office.
- The student must report to the Attendance Office during any passing period BEFORE the start of the class that they are checking out from to pick up an early check-out pass.
- The student cannot leave a classroom at check-out time without this check-out pass.
- Upon entering the classroom, any student with an early check-out pass must show it to the teacher. When it is time to leave the class, the student can quietly collect their belongings and leave the classroom. The check-out pass must be shown to security in order to leave the premises.
- If your student was inaccurately marked absent for a class, contact the teacher directly using Schoology or our Staff Directory. The teacher will contact the Attendance Office should a change in attendance be necessary.
- Early check-out after school-wide testing is not recommended as this could affect a student’s attendance.
- Calling your child out of class via cellphone or a text is NOT permitted!

NOTE: This attendance form is only valid if submitted using a parent or guardian email recognized by the Student Information System (SIS) - Infinite Campus.

Re-Admittance from an Absence

Students should report directly to the Attendance Office to clear all absences BEFORE returning to any classes. Students should bring an absence note signed by a parent or guardian that includes the student’s name, birth date, date/s of absences and reasons for absence, and a phone number where a parent or guardian can be reached during the day.

Students who are 18 years old may sign their own absence notes if parents/guardians permit, subject to verification of age and the submission and approval of a NOTARIZED 18+ Student Attendance Verification Form.

Students who fail to bring an absence note to the Attendance Office will be marked truant and must bring a note to verify the absence within three days or forfeit make-up privileges. Computerized attendance using Infinite Campus will be taken in each class. The absence reason code will appear on the teacher's computer as soon as the absence is verified in the Attendance Office. Please remember that teachers cannot provide absence reasons, only parents/guardians communicate with the Attendance Office.

Make-up Policy

Students shall be given the opportunity to make up (or be excused from, at the teacher's discretion) schoolwork that was missed because of required school activities, a verified excused absence (IC Codes #1P, 1M, 2, 4, or 5 – see Infinite Campus - Absence Codes & Explanations) or a suspension. The student shall receive full credit if the work is turned in according to a reasonable makeup schedule, as determined by the teacher. The tests and assignments may differ from the tests and assignments that the pupil missed during the absence.

It shall be at the discretion of the individual teachers to allow or not allow students who miss school work, because of unexcused absences, the opportunity to make up missed work.

Family Move

If a student has a change of address but plans to continue enrollment at PCHS, please report the new address and phone number (if applicable) to the Attendance Office as soon as possible. A change of address form should be submitted along with a current utility bill. If the move occurs during summer break and the student needs to change schools, the Attendance and Counseling Offices will be open to assist families to gather the necessary papers to enroll the student in the new school.

Changes in Family Information

Please provide new addresses, phone numbers, and email addresses to the Attendance Office as soon as possible by contacting the Attendance Office at 310-230-6629.

Early Check-Out

If a student needs to leave school early, the student should bring a physical note to the Attendance Office before school or by nutrition. Parents/Guardians may also submit an early check-out by using the [PCHS Online Attendance Verification Form](#) (located on the Attendance website) before the start time of nutrition by using their listed email address to excuse an absence, complete an early check-out, or late arrival. The physical note should include the student's name, grade, birth date, the current date, a phone number where a parent can be reached, the time the student must leave, the reason for leaving early, and the parent/guardian's signature. There are times when parents/guardians may call the Attendance Office (310) 230-6629, to accept the information over the phone. There may be circumstances where a school administrator decides that parents need to check out their students in person.

Parents/Guardians must have proper ID on hand to show to the attendance office. If a student leaves campus without checking out through the Attendance Office, it will be considered a class cut. Detention will be assigned for each period missed. PCHS must know the whereabouts of your student during the school day. Parents can help by requiring children to follow these procedures.

Students who check out due to illness or injury must go through our clinic to be excused. Documentation from a medical professional must be attached to [PCHS Online Attendance Verification Form](#) if the parent/guardian chooses to submit absence verification through the online process.

PLEASE NOTE: EARLY CHECK-OUT WILL NOT BE GRANTED AFTER STATE TESTING, ADVANCED PLACEMENT (AP) TESTING, OR SEMESTER FINALS. IN AN EMERGENCY SITUATION, A PARENT/GUARDIAN OR THE EMERGENCY CONTACT LISTED ON INFINITE CAMPUS MAY PICK THEIR STUDENT UP IN PERSON. STUDENTS WILL NOT BE ABLE TO LEAVE WITH UNDESIGNATED PEOPLE NOT INCLUDED ON THEIR INFINITE CAMPUS ACCOUNT.

Leaving Campus

Students needing to leave campus for a pre-arranged appointment must notify the Attendance Office upon arriving to school to receive an "Off-Campus Pass". Leaving school without permission from the Nurse's Office and/or Attendance Office will warrant a TRUANCY with disciplinary action. Students must be readmitted in the Attendance Office when returning to campus (the same day or when returning the next school day) with the proper note/documentation. Parent(s) are to pick students up at the security gates.

If a student becomes ill during the school day, they should obtain a pass to the Nurse's Office from the teacher or school official. A student should not call a parent first and ask to be picked up anywhere on campus other than the Attendance Office. If the student is too ill to remain at school, the nurse will call and inform a parent so that arrangements may be made for the student to go home. The nurse will issue a "Health Office Excuse."

Students who leave campus without a pass from the Attendance Office or Nurse's Office will be considered truant. Telephone calls or notes to the Attendance Office after the student leaves campus without permission cannot clear the truancy. This also applies to students who have a zero or seventh period.

IMPORTANT

- The Attendance Office will not accept calls or notes to excuse mid-day absences after a student has already left campus without an Off-Campus Pass.
- Communication will be made to parents/guardians if their student (regardless of age or grade level) leaves campus early or is absent from class.

Early check-out after school-wide testing is not recommended as this could affect a student's attendance.

Parents/Guardians are NOT permitted to call students during class time.

Senior Off-Campus Lunch Privileges Guidelines

Palisades Charter High School is a closed campus. It is necessary to have parental permission for a senior student to have the privilege to leave campus during lunch. The policy only governs off-campus privileges during the lunch period. No off-campus privileges are granted for Nutrition. Only 12th-grade students may apply. Students must apply and be approved for an off-campus lunch pass. There is a \$5.00 fee for a Senior Lunch Off-Campus ID.

The authorization and decision for a student to operate a motor vehicle during the lunch period rests entirely with the parent/guardian of the student. PCHS, its administration, officials, or employees are not liable for any claims, actions, loss, or damage that may arise as a result of a student either operating or being a passenger in a motor vehicle during the lunch period. The student and parent/guardian are responsible for acquiring and maintaining a valid California driver's license and minimum liability insurance required by state law for the driving student.

Students exercising off-campus lunch privileges are subjected to the same rules of student conduct applicable during the whole school day, (en loco parenti). The abuse of any of these provisions may result in a suspended or terminated off-campus lunch permit and/or other disciplinary consequences.



Attendance Recovery Information Sheet

➔ What is an excused absence?

Per CA Education Code, an absence will be excused for illness, doctor/dentist visit, bereavement, school business, court appearance, or an athletic /school activity ONLY. Parents must verify the absence within 3 days by completing a [PCHS Online Attendance Verification Form](#) or by providing valid written documentation of the attended appointment. Absences that are not verified within three days will result in a TRUANCY on their permanent record.

➔ What happens if I do not verify my absence within 3 days?

Absences cannot be verified after the three- day grace period and will result in a TRUANCY on their permanent record.

➔ What is an excused tardy?

There is really no such thing as an excused tardy. Late is late, and too much tardiness will certainly affect a student's performance in class. Nevertheless, if you are tardy due to school business, a late bus, or a doctor/dentist appointment, go to the Attendance Office and ask for a tardy readmit to class. As a student, you are always responsible for work missed due to being late or absent.

➔ Can I ever leave campus during the day?

NO. Leaving campus during the day, at any time without permission is recorded as a TRUANCY.

➔ How do I get a pass to leave campus?

Students may bring a handwritten note to the Attendance Office or have their parent/guardian complete a [PCHS Online Attendance Verification Form](#) by 9:30 am to obtain an Off-Ground Pass. Be sure to include a phone number on the excuse note, so school staff can verify the note with your parent/guardian. We will only issue passes to leave campus, based on a note, for excused reasons (doctor/dentist appointment, bereavement, etc.).

➔ What if I don't bring a note, but my parent wants me to leave campus during the day?

Your parent may personally sign you out from the Attendance Office at any time during the day. If an early checkout resulted in missing a class, you must bring a note explaining the absence. If you miss class due to a doctor/dentist appointment, you must bring a doctor/dentist note in order to have the absence excused.

➤ **How many absences are considered too many?**

One absence is too many, but we begin to become concerned about the fifth absence. If you are going to be absent for more than five consecutive days, please contact your counselor.

➤ **Why does the Attendance Office call my house every time I'm absent?**

Actually, that phone call is a pre-recorded message that goes out to your home any time a teacher marks you absent in a class. If you feel like the phone call is incorrect, first, go to your teacher(s), and find out why s/he marked you absent. See the Attendance Office before/after school or during nutrition/lunch if you are unable to clear the absence up with your teacher.

➤ **Can being absent too much get me in trouble?**

Yes, too much absenteeism can result in truancy citations, suspensions, possible program adjustment, and/or a referral to SARB.

➤ **What is SARB?**

The School Attendance Review Board (SARB) is mandated through the L.A. County District Attorney's Office and consists of a panel of community professionals. The purpose of SARB is to address excessive attendance and behavioral issues through school interventions, as well as collaboration with community service providers, law enforcement, and the judicial system.

➤ **Can I go to my car in the parking lot during snack/lunch?**

No. The parking lots are off-limits the entire school day during school hours.

➤ **I am going on a recruiting trip for a college/college visit. Does this count as an absence?**

Yes. You will need to bring verification from the college you are visiting and the absence will be considered on a case-by-case basis by the administrative team. It MUST be approved ahead of time.

➤ **Do religious holidays count toward the attendance policy?**

No.

➤ **After a student submits five different illness notes from parents, what happens on the sixth note?**

The parent note must be accompanied by a doctor's note, or it will be considered unexcused and count in the absence total.

➤ **If I come to class with a detained note, am I tardy?**

No.

➤ **My student is hospitalized. Does this count as absences?**

Yes; however, the student will be marked as verified excused absences with a hospital/doctor's note.

➤ **My student must remain home because of physical/mental health reasons/concerns. Does this affect attendance?**

Yes. The Directors of the Health Office and Student Support Services will make a recommendation to excuse these absences. Please make sure that they are aware of any unique situation.

➤ **A parent decides to pull the student out for a family trip. Does this count toward the attendance policy?**

Yes.

➤ **A student decides to take a missionary trip or a trip that has value to their education. Are these trips counted as absences?**

Yes. Depends on the purpose of the trip. The student needs to bring verification, and it MUST be approved at least one week in advance. The Administration Team will consider all requests on a case-by-case basis.

➤ **Is there a master list of teacher office/ tutoring hours?**

Yes. The list is located on the school's website.

➤ **What are all the options for "restoring" absences?**

This list of opportunities will be reviewed on a semester basis. Currently, options include going to Study Hall Hours, community service, and Super Saturday. Please review the Student/Parent Handbook.

Pending: Adoption by the PCHS Board of Trustees on June 21, 2022