



## MCHS Attendance Rules & Procedures

- California State law allows for an excused absence for the following reasons **only**...
  - Illness
  - Medical Appointment
  - Court Appearance
  - Funeral
  - Religious Holiday
- Tardies and trancies result in placement on Tier 2 status
  - Loss of off campus lunch pass
  - Loss of on-campus parking privilege
  - Loss of dances (including Prom)
  - Loss of senior activities during graduation week

### **Report a student absence (Program these numbers into your cell phone contacts)**

MCHS 24-hour Attendance Hotline **(858) 484-8512**

Call the attendance office during school office hours 7am-3:30pm

858-484-1180 x3114 (Mrs. Chavez)

858-484-1180 x3113 (Ms. Lyons)

- **Reporting all day absences:**

It is the responsibility of the parent/guardian to report their student's absence unless the student holds 18-year-old rights. To report an absence, call the attendance office hotline before 11:00am EACH DAY that the student is absent. All absences must be cleared (meaning that MC knows your reason for absence) within **48 hours** or they will be considered as TRUANT.
- **Less than 15 minutes late:**

Students arriving during the first 15 minutes of class time must go directly to class. The only exception is if the student has a note to clear the tardy. All notes to clear tardies are to be brought up to the Attendance office before proceeding to class.
- **More than 15 minutes late:**

All students arriving more than 15 minutes late must check in at the Attendance Office for a readmit pass to class. This includes students arriving between classes, during break, and at lunch. Late arrivals over 15 minutes must be excused by a parent/guardian or the student who holds 18-year-old rights or they will be coded as "class cuts"/trancies.
- **Medical Excuses**

In order for a student not to be penalized for any tardy or absence, the State of California requires verification in writing, on official letterhead, showing student's name and date of appointment.

In order to ensure the best educational experience, attendance to class should be a priority. If a student has ten absences this is considered excessive and a referral to the Student Attendance Review Board (SARB) letter will be sent to the district office, unless a medical note is provided.