

Student Attendance at Century Academy for Excellence

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Century Academy for Excellence students are expected to arrive at school on-time daily and participate in the full instructional day. Parents are obligated by law to compel the attendance of their child (Ed Code 48260.5) and may be prosecuted if they fail to meet this obligation.

Identification and notification to parents and guardians of attendance policy and truancy is also required by law. Century Academy for Excellence is obligated to inform parents/guardians of the following guidelines set by the California Education Code.

Attendance

Students may be counted in attendance only if they are actually present or if they are away from school on field trips or other school sponsored activities under the supervision of school authorities.

Excused Absence

Excused absence is defined as one of the following (Ed Code 48205):

- Illness or injury requiring medical or dental attention
- Medical, dental, optometry appointments
- Quarantine
- Funeral of immediate family, limited to 1 day in state, 3 days out of state
- Court appearance *
- Employment conferences*
- Religious holiday or ceremony*
- Religious retreats, limited to 4 hours per semester*

* Must be requested in writing by parent/guardian and approved by the Principal.

Verification of Excused Absence

Students have 3 school days, including the day they return, to bring in verification for an excused absence. Acceptable forms of verification for excused absences include:

- Written note signed and dated by the parent/guardian stating the reason for absence
- Phone call from parent/guardian stating the reason for the absence
- Signed appointment verification from medical personnel
- Signed and dated court document
- Prearranged absence approved in writing by the Principal

The absence will be considered unexcused if the school does not receive written verification for the absence within 3 days.

Century Academy for Excellence employees have the right to follow-up on absence excuses and verifications through phone calls to parents/guardians, employers, medical personnel and other service providers as appropriate.

Unexcused absences

Unexcused absences are absences are defined as the following (Ed Code 48260-48273):

- Unverified absence
- Truancy
- Suspension

Truancy

Students are deemed **truant** if they have 3 or more UNEXCUSED absences within one school year (Education Code Section 48260).