

Dear Parent/Guardian:

Research has shown that regular attendance in school is vital for the success of every child. California law states that absences are excused only if a child is ill, or there is an excuse which meets the requirements of Education Code Section 48205. The Student Attendance Review Board (SARB) is comprised of local administrators, school officials and community members to help ensure the success of every Kingsburg High student. Our goal is to have all students present in school every day, and on time.

Students who miss school due to unexcused absences are considered truant. Education Code Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year. Our attendance policy requires absences to be cleared within three (3) days of school by a parent phone call, email or ParentSquare note. Absences not cleared in this time will be considered trancies.

Students who accumulate 10% of absences excused or unexcused will be referred to SARB review hearing. Absences can however be made up by attending Saturday School. If you wish to attend Saturday school contact Mrs. Johnston at kjohnston@kingsburghigh.com.

When your student is to be absent, please notify the school by calling 559-419-6443 or by emailing KHSattendance@kingsburghigh.com.

We at Kingsburg High School will work very hard with you to ensure that your child receives the best education possible. Outstanding attendance is the gateway to an outstanding education. The staff of KHS values, appreciates, and seeks out your collaboration for success of every student.

Thank you,

Heather Wilson, Assistant Principal

Attendance Policy-all classes, entire year

Consequences/interventions for negative attendance (unexcused, unverified absences, unexcused verified, cuts, or tardy more than 30) to class cumulative:

Unexcused Absence
1-2 Periods of Unexcused Negative Attendance: Warning
3 Periods of Unexcused Negative Attendance: Lunch Detention
6 Periods of Unexcused Negative Attendance: Two Lunch Detentions
9 Periods of Unexcused Negative Attendance: Saturday School Required/Letter Sent Home
12 Periods of Unexcused Negative Attendance: Pre-SARB meeting with assistant principal/student/Saturday School REQUIRED
18 Periods of Unexcused Negative Attendance: Student will be place on Non-Privilege List until they make up their negative attendance through attending Saturday School
21 Periods of Unexcused Negative Attendance: SARB meeting/All Day RC
24 Periods of Unexcused Negative Attendance: Referral to Superior Court/Student will lose privilege to walk in Graduation if they have MORE than 24 periods of unexcused negative attendance

Excused Absence
Step 1: On 10 th excused absence- Letter sent home
Step 2: on 15 th excused absence- Meeting scheduled with assistant principal
Step 3: on 17 th excused absence- District SARB Meeting
Step 4: Additional excused absence- Follow SARB contract

Tardy Policy-per class, per semester

TARDY POLICY (LESS THAN 30 MINUTES)- CUMULATIVE, PER SEMESTER

Academic success is directly correlated to attendance and tardies. Administrators, counselors, classified staff, security resource officers, students and parents must work together to make sure students are present and on time to each class. Students need to arrive to each class on time.

Unexcused Tardy
1-3 Unexcused Tardies- warning
4-5 Unexcused Tardies- 1 lunch detention
6 Unexcused Tardies- 1 lunch detentions, letter sent home
7 Unexcused Tardies- 1 Saturday school
8 Unexcused Tardies- 1 lunch detention and meeting scheduled with assistant principal with SARB directive signed
9 Unexcused Tardies- 1 lunch detention
10 Unexcused Tardies- 1 Saturday School and possible privileges taken away UNTIL student serves Saturday School
Additional Unexcused Tardy- District SARB contract-Privileges taken away per admin discretion