

## Student Attendance

It is the legal responsibility of parents or guardians to see that children ages 6-18 years-old attend school (**E.C. 48200, E.C. 48400**). There are also important academic and fiscal reasons for ensuring good student attendance.

### Academic Policies and Attendance

The Board desires to emphasize the importance of school attendance. Therefore, students with excessive unexcused absences (absent on 25% of the days per semester, or approximately 23 days) may receive a failing grade and may not receive course credit (*cf. 5113 – Absences and Excuses; BP 5121*).

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement, which he/she missed, the teacher may lower the student's grade for nonperformance. Teachers who withhold class credit for this reason shall so inform the students and parents or guardians at the beginning of the semester in their syllabi or class expectations (*cf. 6154 – Homework/Makeup Work; BP 5121*).

### Clearing Absences

Parents are required to notify the school daily when their child is absent. To clear an absence the attendance office must be notified **within five school days following the absence or it will remain unexcused**. Only parents or legal guardians can clear a student's absence. 18-year-old students can clear their absences, but must have the parent permission slip on file with the assistant principal's signature. Ways to clear an absence:

1. Email the attendance clerks
2. Write a note to the attendance office and send it with your student
3. Fax a note to the attention of the attendance office
4. Visit the attendance office in person. Please keep in mind when attempting to reach the attendance office staff that during peak hours (before school and at student lunch) you may experience a delay. We recommend using the online and email options during these times.

When reporting, the attendance office will need the following information:

- Full name of student
- Student ID number
- Grade
- Date or dates of absence
- Reason for absence (see above)
- Name of person reporting the absence, his/her relationship to student, and signature

Without this information, or if a phone message is inaudible, the reported absence may not be excused.

### Excused and Unexcused Absences

All absences are legally interpreted as *excused* or *unexcused*. According to the State of California and Education Code there are 14 legally acceptable reasons for excusing a student's absence:

1. Personal illness
2. Quarantine under the direction of a health officer
3. Medical or dental appointment
4. Funeral services
5. Jury duty
6. Illness or medical appointment of a child for whom the student is the custodial parent
7. Court appearance
8. Prior principal approval for employment
9. Employment in the entertainment industry (up to five absences per school year)
10. Observance of a religious holiday or ceremony (with advance notice to the attendance office)
11. Religious retreat
12. Prior principal approval (e.g., college visit)
13. Serving as a member of a precinct board for an election
14. Spending time with an immediate family member who is an active duty military serviceman or woman

Ten excused absences are considered excessive. After a student has been granted 10 excused absences we may require legal documentation for all future absences in a given school year (CVUSD Board Policy 5113c).

### **Extended absences that require homework**

Parents or guardians should contact the attendance office to request homework for any student absences that will exceed two days. They will need to give the student's name, grade and anticipated date of return. Please note that these requests require 24-hour's preparation time.

Many teachers post class work and homework online. Students are encouraged to check online with teachers for assignments that were missed. Homework will generally be ready between 2:30-4:00 p.m. on the following day. If necessary, arrange to deliver your completed and properly identified homework (be sure to include the teacher's name and period) and pick up additional assignments as the absence continues.

### **Parental Responsibility**

According to Cal. Education Code section 48260.5, *...parents/guardians are obligated to compel the student to attend school. Parents/guardians who fail to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code sections 48290-48296.*

Parents who refuse to abide by California Education laws regarding compulsory education or fail to comply with SARB directives may also be prosecuted for contributing to the delinquency of a minor (P.C. 272).

### **Perfect Attendance**

To achieve perfect attendance a student must have no more than seven total period absences and tardies in a school year.

### **Saturday School**

Students working towards perfect attendance for the school year may remove an excused absence by serving SWSP for each day of absence. These can be served on the first Saturday of each month from 8:00 a.m.-12:00 p.m.

### **Signing Out Procedures**

Students will only be released to the physical custody of parents/guardians or someone named on the Emergency Card. Parents, guardians, or their emergency designee must bring a valid photo ID when checking out students. Forged notes, phone calls, or impersonating a parent will result in student disciplinary action.

All students must be signed out from the attendance or nurse's office **prior to leaving campus**. Any student who leaves campus without properly notifying the attendance or nurse's office will receive truancy, and may be assigned to SWSP. **Notifying the office after the fact will not result in an excused absence.**

If the student drives to school and needs to sign out, the parent or guardian must send a note giving the student permission to drive off campus. The student must still sign out through the attendance office **before** leaving campus.

Please allow sufficient time for signing out your children. It may be difficult to find students during lunch or P.E. A note to the P.E. teacher to notify the teacher that the student will be leaving class early helps to ensure student is in the attendance office to meet you at your designated time. The attendance office may send a call slip to a class prior to the P.E. class if the parent allows sufficient lead-time.

*Students who are 18 years old must have a parent permission slip on file in the attendance office before they can clear their own absence or sign themselves out of school.*

### **Tardies and unexcused absences**

The Saturday Work Study Program (SWSP) will be assigned to all unexcused full day absences (CVUSD Board Policy 5113). Attending SWSP will clear one full day absence for a student. Please check the school website for SWSP dates. The program is held from 8:00 a.m.-12:00 p.m.

### **Tardy Policy**

A student must be in the classroom when the bell rings. A student with a pass from another teacher, counseling office, attendance office, etc., will not be considered tardy. Tardies will be counted on a semester basis. On the first day, the teacher will discuss with the students the school's tardy policy and its consequences.

<b>Tardy</b>	<b>Consequences</b>
1st	Teacher warning
2nd	Teacher detention
3rd	Teacher detention and parent contact
4th and 5th	Referral to counselor's office
6th	Referral to administrator and SWSP

### **Tardy Sweeps**

A tardy sweep may occur at any time. Consequences for being caught in a tardy sweep may include a warning, detention, or SWSP.

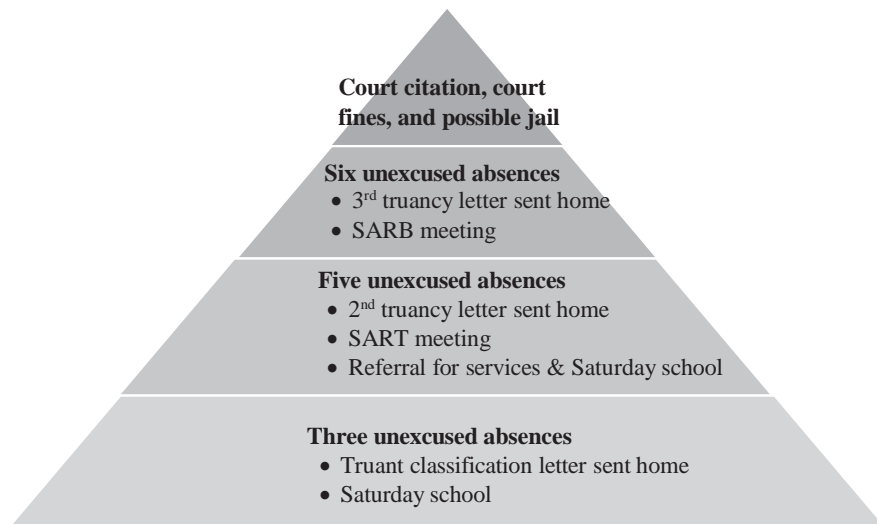
### **Truancies**

Any student who is absent without a valid excuse (as determined by the State of California, see above) on three or more occasions in one school year is considered truant (Ed. Code sect. 48260). When a student reaches, three, six, and nine unexcused absences (these may be full day or period absences) a truancy letter will be mailed to the parent. This is done to maintain communication and to keep parents informed. Figure 1 illustrates our truancy intervention system.

A truant student can also be one who is leaving school or class without signing out of the attendance or nurse's office. As such, the law states that:

- The attendance supervisors, peace officer, or any school officer shall arrest without warrant, during school hours, any child between 6 and 18 years of age found away from home and who has been reported by the teacher, the superintendent of schools, or other persons connected with the school department or schools as truant from instruction lawfully required to attend, with the county, city or city and county, or school district. (Amend. Stats. 1994, Ch. 1023) **(E.C. 48264)**.
- The court may suspend, restrict, delay, or revoke driving privileges for one year if one is convicted of being a habitual truant from school. (1998 California Driver Handbook)
- A student who is truant from school and is off-campus between the hours of 8:30 a.m. and 1:30 p.m. is subject to arrest and citation for truancy (Chino Hills Municipal Code Section 11.20.010a)

### **Truancy Intervention Pyramid**



**The Student Attendance Review Team (SART) Process**

Students with excessive absences will be referred to the school-based Student Attendance Review Team (SART). At the SART meeting the student, parent, and administrator will sign an attendance agreement that clearly outlines each party's responsibility. Failure to comply with SART recommendations will result in a referral to the School Attendance Review Board (SARB) and the District Director of Alternative Education.

**The School Attendance Review Board (SARB) Process**

SARB is a multidisciplinary board that reviews unresolved student referrals from site level SART panels. This Board meets monthly to assist and hold accountable parents and students who fail to fulfill site level SART agreements. Board members include but are not limited to School Site Representatives, District Attorney Representatives, Probation Officers, Child Welfare and Attendance Personnel, District Student Support and Services Personnel, Special Education Personnel, Bilingual Education Representatives, Health Services Representatives and Community Services Specialists. Failure to comply with SARB directives will result in a district referral to the San Bernardino County Student Attendance Review Board (SARB), citations, fines, and court.