

**TEMECULA VALLEY CHARTER SCHOOL**  
**Board Policy**

**Attendance and Truancy Policy**

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**Board Action: APPROVED**

**Effective Date: 2-11-2019**

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**Attendance:**

Regular daily attendance is important for academic success. It is crucial that you arrive at school on time and attend school on the days your program runs. Attendance in every class is vital to your academic success. Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of dropout students who create economic loss and jeopardize the future workforce since only 31% of dropouts keep a job for more than one year. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences. For these reasons, TVCS is addressing total chronic absenteeism and working to raise parent awareness of the negative impact of poor attendance and support parents in removing obstacles to good attendance.

Because of our commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance.

Truancy is defined as an unexcused absence without a written excuse from parent/guardian or TVCS staff member. Truancy is also defined as excessive tardiness, even a few minutes is tardy.

Repeated violation of the truancy policy will result in further disciplinary action up to and including suspension and/or expulsion. When families choose to attend TVCS, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

**Attendance Records**

School officials will keep an accurate record of attendance, including accurate attendance records for each class. Such records will be maintained by the classroom teacher, office manager and office clerk. Absences must be reported to the school office. Attendance records will be used to enforce the Compulsory Attendance Law. If truancy is suspected, the case must be investigated by school personnel and may be referred to local police and/or the local district attorney.

**Absences:**

- Excused absences are those that are recognized by the state as legal excused absences:
  - Student is personally ill, and his/her attendance in school would endanger his/her

health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);

- Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence,
- Special/recognized religious holiday observed by student's faith
- Appearance in court

➤ Unexcused absences are those not defined above, including, but not limited to:

- Unverified absence
- Truancy
- Absence due to leaving campus without permission
- A tardy of five minutes or more
- Absence due to taking an early vacation or extending a vacation.
- Absence due to oversleeping
- Absence due to transportation problems, including missing the bus
- Absence due to not knowing it was a school day;
- Family emergency without valid reason

➤ School Excused Absences

- Field Trips
- Academic Events
- School Office Appointments
- Suspension
- Athletes participating in athletic event

### **Tardy is Truancy**

A tardy occurs when the student is not in his/her assigned seat when classes begin:

6<sup>th</sup> through 8<sup>th</sup> grade 8:00 a.m.

TK through 5<sup>th</sup> Grade 8:15 a.m.

*Unexcused* tardies are defined as arriving **any** time after a class/activity has begun or before class/activity has concluded without an excuse from a parent/guardian or TVCS staff member. Unexcused tardies occur when a student is more than 30 minutes late to his assigned seat when class begins, or leaving 30 minutes before class ends.

Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion.

➤ Excused tardies include only the following:

- Medical, dental, optical or other health-related appointment (with note from the office where appointment was scheduled)
- Unforeseen circumstances and family situations
- Circumstances discussed with the school ahead of time, and pre-approved by a school administrator

- All late arrivals other than those described above will be considered unexcused
- Excessive Excused and Unexcused Absences and Tardies
- Ten (10) or more days of *excused* absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences.
  - Three (3) or more tardies, not seated in class at the time class begins, within a two (2) week period, is considered excessive.
  - Three (3) or more consecutive days of illness shall require a doctor's note upon return to school.
  - A pupil who is absent from school without a valid excuse three (3) full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a **truant** and shall be reported to administration. Administration will make contact with the parent via phone or email.
  - After five (5) or more total days of absences (excused or unexcused), five (5) or more tardies for more than any 30- minute period or 5 or more tardies, not seated when class begins, will result in the school mailing the parent the **1st Notification Letter** asking for the parent's help with their student's attendance.
  - After ten (10) total days of absences and/or tardies, not seated when class begins, the school will mail the **2nd Notification Letter** and invite the family to a meeting with the child's teacher(s). The intent is to create and implement a written plan for improving attendance.
  - After any *unexcused* absence or 3 more tardies following a written plan for improvement OR 2<sup>nd</sup> letter notice if parent/guardian refuses to schedule a meeting to discuss a written plan for improving attendance, your student may be dropped from the school's roster and you would need to re-enroll. Admission will be based on availability at the time of re-enrollment.
  - After fifteen (15) or more days of *unexcused* absences and/or tardies may be referred to the District Attorney.
  - After fifteen or more days of combined excused and unexcused absences or excessive tardies (15 or more), the school will mail a **3rd Notification Letter** inviting the family to meet with Administration to review and revise the written plan for improved attendance.
  - Students who miss 5% (8.75 days/175) or more of school for any reason, may be subject to retention.

Regular attendance is essential to any school. A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

Per the Student Parent Handbook and TVCS Attendance and Truancy Policy 4009 and Absence Procedure 4009.1, parents/guardians will make every effort to schedule medical and dental

appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office before 8:00 a.m. if your child will be absent. The school will call to verify and code any absences not reported by you. Any 6<sup>th</sup> through 8<sup>th</sup> grade student who arrives after 8:00 a.m. and any TK through 5<sup>th</sup> grade student who arrives after 8:15 a.m., must report to the TVCS office to receive a tardy slip. Students are not considered “in attendance” or “present” until they are seated in their class.

Students are subject to the absence/tardy policy. Excessive tardies/unexcused absences may result in involuntary withdrawal of student.