



## ATTENDANCE POLICY AND PROCEDURES

### **POLICY**

Temecula Valley Charter School is a full-time Site based program. Our School hours are per our 2024 – 2025 Temecula Valley Charter School calendar. We expect every student to be on time and present each and every day that school is in session.

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. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences. 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. When families choose to attend Temecula Valley Charter School, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code [60901](#)). TVCS Policy indicates that students who do not achieve 96% attendance in any given attendance period will not be eligible for extra curricular activities (e.g. Show Choir, athletics or field trips).

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code [48260](#))

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports. (Education Code [48262](#), [48264.5](#))

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code [48260](#), 48260.5, 48261, 48262, 48263, and [48291](#). (Education Code [48263.6](#))

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code [48205](#) and [48225.5](#). A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code [48260](#))

California Education Code affords specific excuses for school absence.

Excused Absences: Notwithstanding California's compulsory education law, a pupil shall be excused from school if there is a valid reason.

Click Here for more information regarding Excused Absences. [CA Education Code Section 48205](#)

Unexcused Absences. All absences not defined will be deemed Unexcused absences. These include, but are not limited to:

- An Unverified absence
- Truancy
- Leaving campus without permission
- Tardy of five minutes or more
- Taking an early vacation or extending a vacation.
- Oversleeping
- Transportation problems, including missing the bus
- Not knowing it was a school day
- Family emergency without valid reason

#### School-Related Absences are Excused

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

A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment.

Per the Student Parent Handbook and the Temecula Valley Charter School Attendance Policy, parents/guardians agree they 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 student who arrives after 8:10 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.

## **ATTENDANCE PROCEDURES**

The law states that the Temecula Valley Charter School must notify the parent or guardian of the truant by the most cost-effective method possible and that the notification must include specific information related to the student’s unexcused absences. [48260.5](#)

### **Initial Truancy**

#### **\*LETTER 1 – First Notification**

Temecula Valley Charter School will mail the 1<sup>st</sup> Attendance Letter after five (5) or more total days of *unexcused* absences or five (5) or more 30 minutes tardies. The letter will ask for parent’s help with their student’s attendance and warning of consequences for further truancy.

When a student is identified as a chronic absentee, the Temecula Valley Charter School shall communicate with student and his/her/their parents/guardians to determine the reason(s) for the excessive absences, ensure the student and the parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student’s school attendance.

The parent/guardian is obligated to compel the student to attend Temecula Valley Charter School.

Student may be referred to an appropriate school employee to assist in evaluating his/her/their needs and identify strategies and programs to assist him/her/them. A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

### **Second Truancy**

The law requires that if the student continues to be reported as truant, an appropriate school employee must make a conscientious effort to hold at least one meeting with the parent and the student, with the intention of providing solutions for the student who has failed to respond to the normal avenues of school intervention, and the most cost-effective method possible should be used to notify the parent or guardian about the meeting at school. [48262](#)

#### **\*LETTER 2 – Corrective Action Meeting [Temecula Valley Charter School Attendance Review Team (“SART”) meeting]**

Should a student amass ten (10) additional days of *unexcused* absences and/or tardies, the school will mail the 2nd Attendance Letter and invite the family to participate in an informal meeting with the School Attendance Review Team in order to create and implement a written plan for improving attendance.

### **Third Truancy (Habitual Truant)**

If the student is a habitual truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to a review group (or Board), sometimes referred to "SARB". The group refers to an appropriate group of employees who may meet with the Parent and Student to discuss additional interventions. [48263](#)

**\*LETTER 3 – School Attendance Review Board ("SARB") Meeting**

Should a student amass fifteen (15) additional days of *unexcused* absences and/or tardies the school will mail the 3rd Attendance Letter. The Student is deemed a "Habitual Truant" and family is **required to participate** in a formal meeting with appropriate employees of Temecula Valley Charter School, SART. Student and parent, along in conjunction with the SART will review the written improvement plan and Agreement for improving attendance and agree any further violations of the Agreement will result in disenrollment.

**PENALTIES FOR TRUANCY**

Students who miss 5% or more of school for any reason, may be subject to retention.

**Fourth Truancy**

Should student amass any additional unexcused absences after Letter 3, or if parent/guardian refuses to appear at or participate in the Attendance Meeting will result in Temecula Valley Charter School disenrolling student.

**\*LETTER 4 – Notice of Disenrollment**

Temecula Valley Charter School will mail the Disenrollment Notice Letter. This letter will advise parents the school's intent to disenroll the student in five (5) school days from the date of the letter.

Parent has right to request a hearing about this decision, which will be adjudicated by a neutral officer within a reasonable number of days at which parent will have a fair opportunity to present testimony, evidence, and witnesses and confront and cross examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate. The hearing officer will conduct the hearing in order to make a decision whether the School will disenroll your student pursuant to this notice. The matter may be referred to the District Attorney.