



# Parent Attendance Procedures & Policies

## Daily Procedures

- Parents must call the attendance line at 714-947-4813 to report a student absence.
- Students arriving late **MUST** check into the office, where a staff member will take your child to class.
- Students **signing in 30 minutes late or leave 30 or more minutes before** the end of the school day will be marked **TARDY-TRUANT**.
- If you are late or tardy, please do not walk your child directly to class.
- **Please try to make all efforts to schedule and plan all appointments after school hours.**
- If you plan on being away from school for any planned event or trip, please make sure to request an Independent Study Contract from your teacher.
- Your child/ren's **attendance** rate is **important** because students are more likely to succeed in academics when they attend school **consistently**. It's difficult for the teacher and the class to build their skills and progress if a large number of students are frequently absent.

## **Short-term Independent Study**

- Independent Study is a short-term instructional strategy designed to address an individual student's needs (i.e., warranted absences, extended illnesses, and lack of immunizations). It is an alternative to classroom instruction consistent with the general course of study and not an alternative curriculum. Acceptable reasons for requesting Independent Study include excused or warranted absence from school for five (5) or more consecutive school days, but no more than 20 school days. Written requests for independent study should be directed to the principal at least two weeks before (if possible) the anticipated departure.
- Permission to grant Independent Study is up to the discretion of the principal. If the student has been on Independent Study before and has not completed the work as assigned, it is up to the Principal as to whether he or she should be allowed to participate in the program again.
- Students on Independent Study will be marked as **N-Independent Study Incomplete** in AERIES. Once the teacher has received the student's independent study school work, it will be evaluated for full or partial attendance credit by the teacher. Completed packets should be turned into the office **no later than 3 days after** the student has returned.



# Parent Attendance

## FAQ's

### What is truancy?

**If your child is at least 7 years old or they have not finished 6th grade, they are truant if they have:**

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority.

California defines a student as truant if he or she has any combination of:

- Three unexcused absences;
- Three unexcused tardies; and/or
- Three absences exceeding 30 minutes.

### Definition of a Chronic Truant

*EC Section 48263.6:* Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with *EC sections* 48260, 48260.5, 48261, 48262, 48263, and 48291.

- California defines a student as chronically truant – for which more severe penalties are imposed – as a student who misses school, or is tardy, on 5 or more occasions.

### What is an excused absence?

#### **An Excused Absences Per California Educational Code Section 48205**

A pupil shall be excused from school when the absence is:

- 1) Due to his or her illness.
- 2) Due to quarantine under the direction of a county or city health officer.
- 3) For the purpose of having medical, dental, optometrically, or chiropractic services rendered.
- 4) For the purpose of attending the funeral services of a member of his or her immediate family\*, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

**For the complete list, please visit :**

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=48205](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=48205)