



Absence/Tardy Policy

Absences: Our goal is for students to miss as few school days as possible to ensure they can master all the content of their grade level. Each time you know your child will be absent, you must do the following:

1. **Same Day:** A parent or guardian must notify the school the same day of the absence by telephone, letter, fax, e-mail, or in person by 8:00 am.
2. **Next Day:** Bring a note to the office (not to teachers) from a doctor or medical facility, court documents, or use the school's Absent Card (each parent will receive an absent card in August prior to the start of school year and can obtain additional cards in either of the two from the school office).

Excused absences are absences where a student is too ill to report to school or has either a medical, legal, dental appointment or a death in the family. All other absences are **unexcused**. If the school is not notified and the student does not report to school the next day with a note, the absence will be considered unexcused.

Chronic Absence: Given how important school attendance is for students' social, emotional and academic growth, our schoolwide plan includes a goal to reduce the number of students who are chronically absent from school each year. **If a child is absent for 10% of school (excused and unexcused absences count equally), we require a conference between parent, student, and administration to devise an action plan for ensuring the child does not fall behind.** Consequences for absences and tardies are detailed below.

Number of Absences	School Actions	Legal Consequence
First and Second Absence	Teacher contacts home	None
Third Absence (within the first 30 days of school)	Letter sent to parents to attend a meeting at school	First Notification of Truancy: Student is Truant
Student is at-risk for chronic attendance (missing 4 days out of 40, 5 days out of 50, 6 days out of 60, etc.)	Mandatory Attendance Meeting	California law imposes penalties which get progressively severe and could result in fines- In danger of becoming labelled Chronically Truant
Eighteen or more Absences	Mandatory Attendance Meeting referred to authorities	Chronically Truant

Tardy Policy: All students are expected to arrive at school on time and stay until the end of the school day. A student is considered tardy if he or she is more than 10 minutes late to class. Students must sign-in on the Tardy Report in the office before going to their classroom if they arrive more than 10 minutes late. Tardiness is only excused if a student has a medical, dental, legal appointment or there has been a death in the family. All tardies require appropriate documentation (see above.) In order to eat breakfast and not be tardy for class, students should arrive at least 25 minutes prior to the start of school for breakfast. **Meetings will be required if students are tardy more than 5 times.**

Signature _____

Date _____