

# GRANADA HILLS CHARTER

## Granada Hills Charter TK-8 Attendance Policy

**Board Approved: June 23, 2025**

### **COMPULSORY EDUCATION**

Students who are between the ages of six and eighteen years, and not otherwise exempted, are subject to compulsory full-time education. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education program. Parents are required by law to send their children to school. Failure to comply with these requirements may lead to a referral to a School Attendance Review Team (SART), the District or City Attorney's Office, and/or the Juvenile Court. When necessary, legal action can be taken against the parent or the student, depending on who is responsible for failing to comply.

Los Angeles City and Los Angeles County have loitering ordinances. They prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds during school hours on days when school is in session. Students who violate these ordinances may receive a citation, may have to appear in court with his/her/their parent/guardian, may have a fine imposed by the court, and risk having his/her/their driver's license held.

Regular attendance helps improve student achievement and ensures the Charter School receives the funds it needs to continue to provide high-quality education programs. As a school of choice with a lottery and lengthy waitlist, fairness dictates that all parents/guardians and students understand and strictly adhere to this policy. Students who fail to comply with this policy may be subject to consequences including, but not limited to, disenrollment from the Charter School, as described below.

### **Definitions**

- “*Tardy*”: Granada Hills Charter starts at various times. Please see the bell schedule for each grade level [here](#). Students shall be classified as tardy if the student arrives after that time.
- “*Unexcused Absence*”: A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- “*Excused Absence*”: A student shall have an excused absence if the student is absent or

tardy and provides a valid verification (provided below) for that absence. Please note that excused absences are still counted toward the attendance policy thresholds, and the school may require additional documentation to verify any absence.

- “*Truant*”: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Director or designee.
- “*Habitual Truant*”: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.
- “*Chronic Truant*”: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.

### **Change of Address**

A change of address must be reported to the school in writing within 30 calendar days.

### **Verification of Absence**

Please note that excused absences are still counted toward the attendance policy thresholds, and the school may require additional documentation to verify any absence.

Students are expected to bring a written excuse signed by the parent to the TK-8 Office within one day after returning to school in order to clear the absences. Medical absences of five days or more require a doctor’s note to be excused. All excused absences are still counted as an absence from school and will be subject to the attendance policy.

- Students with verified excused absences may be allowed to submit make-up work for credit.
- Any unexcused absence is treated as a truancy. Teachers are not required to provide opportunities for students to complete missed work or tests for unexcused absences. A parent conference may be required.

A student shall be excused from school when the absence is due to:

1. Personal illness, including an absence for the benefit of the student’s mental or

behavioral health

2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic services.
  - a. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. For the purpose of attending the funeral services or grieving the death of either a member of the student's immediate family, or of a person that is determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, so long as the absence is not more than five (5) days per incident. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the student.
5. For any of the following reasons, if an immediate family member of the student, or a person that is determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, has died:
  - a. To access services from a victim services organization or agency.
  - b. To access grief support services.
  - c. To participate in safety planning or to take other actions to increase the safety of the student or an immediate family member of the student, or a person that is determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family, including, but not limited to, temporary or permanent relocation.

Absences under this section shall not be excused for more than three (3) days per incident, unless extended on a case-by-case basis at the discretion of the school administrator. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the student.

6. Jury duty.
7. Participation in religious instruction or exercises in accordance with Charter School policy. (The student shall be excused for this purpose on no more than four school days per month.)
8. Illness or medical treatment of a child of whom the student is the custodial parent.
9. Due to the illness or medical appointment during school hours of a child of whom the

student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).

10. Serving as a precinct member for an election pursuant to Election Code section 12302.
11. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
12. Attendance at the student's naturalization ceremony to become a United States citizen.
13. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
14. Due to the student's participation in military entrance processing.
15. Authorized at the discretion of the CEO/Superintendent or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
16. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
17. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
18. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.
19. For the purpose of a middle school student engaging in a civic or political event as indicated below, provided that the student notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes,

public commenting, candidate speeches, political or civic forums, and town halls.

- a. A middle school student who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.
  - b. A middle school student who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.
20. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Executive Director or designee pursuant to uniform standards:
- a. Appearance in court.
  - b. Observance of a holiday or ceremony of the student's religion.
  - c. Attendance at religious retreats.
  - d. Attendance at an employment conference.
  - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

### **Make-up Work**

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time determined by the school (this excludes finals week). The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence. Please note that excused absences are still counted toward the attendance policy thresholds, and the school may require additional documentation to verify any absence.

- If homework is posted online, students should make every effort to complete the assignment on time. However, if the nature of the absence prevents the student from completing the work (the severity of the illness, family emergency, lack of computer access, or homework is not posted online) the student should request an additional day to make up the work for each day absent. Work that was assigned when the student was present maintains the original due date; students should verify the requirements for submitting a long-term assignment with their individual teacher.
- Teachers will assign alternative comparable work if specific classroom activities i.e. labs, videos, presentations, group assignments etc. cannot be made up by the student.
- Arrange with teacher to pick up missing work.
- Teachers may give alternative assignments as make-up work where it is not feasible to replicate an assignment (e.g., lab work, presentations, group assignments, etc.). Missed classroom instruction does impact a student's performance on subsequent tasks.
- Teachers may recommend that the student attend tutoring to receive additional

instruction.

### **Long-term Absences**

Students who need to be absent from in-person instruction for a more extended period (e.g., due to surgery, extended illness, or other reason) can inquire about the possibility of participating in independent study or home hospital instruction through GHC Independent or home hospital instruction through the school district of residence.

### **Absences from Final Exams**

Students who miss final examinations due to verifiable medical reasons will receive an "incomplete" for the course(s). All incompletes must be processed through the TK-8 Office. All cases are reviewed by a Final Exam Committee. Final Exam Appeal forms are available from the TK-8 Office. Students who are absent the day of the final exam due to health reasons will receive a Final Exam Appeal upon receipt of a physician's note. If the final exam appeal is approved, arrangements must be made with the instructor to make up the exam within the first six weeks of the next semester. At that time, the teacher will arrange to change the grade from an incomplete to a final subject mark. Failure to make these arrangements with the teacher within this interval, the teacher will submit a final grade that includes the evaluation of the final examination as a failing mark. Students will not be able to make up exams they miss for failure to follow this policy.

### **Process for Addressing Truancy**

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the CEO/Superintendent or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the CEO/Superintendent or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive "**Truancy Letter #1 – Truancy Classification Notice**" from the Charter School notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4<sup>th</sup>) unexcused absence.

3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **“Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,”** notifying the parent/guardian of the student’s “Habitual Truant” status and a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching seven (7) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **“Truancy Letter #3 – Referral to SART Meeting”** and the student will be referred to a Student Success Team (SST) and the SART.
5. Upon reaching seven (7) absences (excused or unexcused) in a school year, the parent/guardian will receive a **“Attendance Warning - Referral to SST and SART Meeting”** and the student will be referred to a Student Success Team (SST) and the SART.
6. If the conditions of the SART plan are not met, the student may incur additional administrative action, up to and including involuntary removal from the Charter School, consistent with the Involuntary Removal Process described below. If the student is involuntarily removed after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known school district of residence.
7. If a student is absent ten (10) or more consecutive school days without valid excuse and the student’s parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School’s communication attempts, as set forth above, the student will be in violation of this policy and the SART plan, if any, and may be subject to involuntary removal in compliance with the Involuntary Removal Process described below. If the student is involuntarily removed after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known school district of residence.
8. Any documentation received by the Charter School regarding a student’s enrollment and attendance at another public or private school (e.g., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below.
9. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update the Charter School with any new contact information.

### **School Attendance Review Team Process**

The School Attendance Review Team panel will be composed of an Administrator, Dean, and Counselor. The SART panel will discuss the absence problem with the student's parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student's family, and establish a plan to resolve the attendance issue.

1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
2. The parent/guardian shall be required to sign a plan formalizing the agreement by the parent/guardian to improve the child's attendance or face additional administrative action. The plan will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the plan:
  - a. Parent/guardian to attend school with the child for one day
  - b. Student retention for grades TK-5<sup>1</sup>
  - c. After school detention program
  - d. Required school counseling
  - e. Loss of field trip privileges
  - f. Loss of school store privileges
  - g. Loss of school event privileges, such as 5<sup>th</sup> and 8<sup>th</sup> grade commencement
  - h. Loss of extra-curricular privileges, such as after school theater, sports, elective enrichment.
  - i. Mandatory Saturday school
  - j. Voluntarily agree to enroll in GHC Independent Study - Loss of in-person seat with priority to enroll in-person in the next grade level if space is available.
  - k. Required remediation plan as set by the SART
  - l. Notification to the County District Attorney
3. The SART panel may discuss other school placement options.
4. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

### **Process for Students Who Are Not in Attendance at the Beginning of the School Year**

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first

five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6<sup>th</sup>) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option. Although the school may initiate involuntary removal after five days, the student's in-person seat may be offered to another student on the waitlist. If a seat is still available after disenrollment, the student may be re-enrolled in the school's independent study program.

1. Students who are not in attendance on the first (1<sup>st</sup>) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3<sup>rd</sup>) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment and their in person seat filled with another student.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5<sup>th</sup>) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6<sup>th</sup>) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.
5. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
6. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

### **Early Leaves**

If a student must leave early during the school day, the student must bring a note signed by a parent/guardian on the day of the early leave. The parent/guardian or anyone listed on the emergency card must come into the office before the student will be summoned from the classroom for release.

1. Students who leave school without permission and a justifiable excuse (please see list

above) will be marked as truant and consequences outlined for truancy may be applied.

2. In Grades 6-8, the student must be present for half of the class period plus one minute of the class period in order to receive full credit.
3. *There are NO early leaves permitted during finals or testing.*
4. Returning from an Early Leave - Student must check-in through the TK-8 office. Only documented appointments will be considered excused.

**TARDY POLICY**

1. Unexcused Tardy: An unexcused tardy mark is recorded when:
  - a. A student is not in the student’s seat when the tardy bell rings.
  - b. A student is outside the classroom without a legitimate school pass when the tardy bell rings.
  - c. A student comes from off campus onto campus and does not make it to class before the tardy bell rings. **A parent excuse is not sufficient to excuse the tardy.**
2. Excused Tardy: A tardy will be considered excused if the student obtains a stamped orsigned school pass before arriving to class.
  - a. A student must have a pass from school personnel (authorized school personnel: teacher, administrator, office staff) if the student is detained for school related business only. The pass must indicate the student’s name, date, time of departure, location of departure, destination points, and signature.
  - b. Teachers will not admit students into class without a legitimate pass or summons.

**Tardy Consequences TK-5:**

1 <sup>st</sup> & 2 <sup>nd</sup> tardy	Warning
3 <sup>rd</sup> tardy	Call or letter sent home
4 <sup>th</sup> tardy	Parent Conference
5 <sup>th</sup> tardy	Administrative Intervention

**Tardy Consequences Middle School:**

1 <sup>st</sup> tardy	Warning
2 <sup>nd</sup> tardy	Warning sent from automated Minga system
3 <sup>rd</sup> tardy	tardy 30 minutes of redirection to be served within 6 weeks or it doubles (parent notification of redirection)
4 <sup>th</sup> tardy	Parent contacted by school personnel
5 <sup>th</sup> tardy	Administrative intervention
	Redirection will be given at every 3 <sup>rd</sup> tardy unless otherwise notified by school personnel

**Unexcused Tardy:**

1. A student is not in his/her seat when the tardy bell rings.
2. A student is outside the classroom without a legitimate school pass when the tardy bell rings.
3. A student comes from off campus onto campus and does not make it to class before the tardy bell
4. Students must be prepared for class including, placing their belongings in the provided space for their class prior to the tardy bell.  
rings.

**Excused Tardy:**

1. A student must have a pass from school personnel (authorized school personnel: teacher, administrator, office staff) if the student is detained for school related business only. The pass must indicate the student's name, date, time of departure, location of departure, destination points, and signature.
2. Teachers will not admit students into class without a legitimate pass or summons.

**Attendance Impact on Academic Performance: Middle School**

Granada Hills Charter recognizes the critical connection between consistent school attendance and academic success. Regular attendance is essential for full participation, learning continuity, and student achievement. While we acknowledge that absences may be excused for legitimate reasons, excessive absences—regardless of reason—disrupt instructional progress.

If a student accumulates 15 absences or more in a single semester in any course—whether excused or unexcused—the final course grade will be no higher than a C. If a student accumulates 20 or more absences in a course during the same semester, the final grade for that course will be recorded as an F. Absences are calculated per course, not across the entire schedule.

- The grade drop will be applied only to courses in which the student has exceeded the excused or unexcused absence threshold.
- Parents/guardians and students will receive formal notification upon the 7th absence in a course as a warning and reminder of this policy.
- Appeals may be submitted to the school administration and will be reviewed based on documentation and extenuating circumstances.

Please note that excused absences are still counted toward the attendance policy thresholds, and the school may require additional documentation to verify any absence.

**INVOLUNTARY REMOVAL PROCESS**

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must

be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student's basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or reoccur.

### **Referral to Appropriate Agencies or County District Attorney**

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART plan has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

### **Non-Discrimination**

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

### **Reports**

The CEO/Superintendent, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Approved by the GHC Governing Board June 23, 2025

*David Bensinger*

Board Secretary