



# ATTENDANCE POLICY AND PROCEDURES POLICY

Board Approval May 16, 2019

Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interactions as well as instruction from his/her teachers, even if written work can be made up. Any day or hour absent is a missed learning opportunity. Also, the school loses public funding for each absence regardless of the reason, including illness or excused absences.

Because of ICEF's commitment to quality education, ICEF is concerned when a student misses school for any reason. Students who are excessively absent from school are much more likely to not be 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.

## [Bell Schedule \[Arrivals and Dismissals\]](#)

*Please refer to each School's Daily Bell Schedule for specific school hours*

Truancies are not acceptable at ICEF Public Schools ("ICEF"). Truancy is defined as an unexcused absence without a written excuse from parent/guardian or ICEF 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 expulsion. When families choose to attend ICEF, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

### **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 requires a doctor's note
  - Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence. (*Illness defined*: Child has a contagious disease,

temperature over 100 degrees, symptoms of vomiting, diarrhea, chronic illness or other conditions with written orders from a medical physician to stay home.)

- Special/recognized religious holiday observed by student's faith;
- Appearance in court
- Verifications are to be provided within 3 days of the absence. Verifications may include: note from doctor, dentist or other medical professional on letterhead, funeral notice, or other supportive documentation.

➤ *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

#### **Tardy is Truancy**

A tardy occurs when the student is not in his/her assigned seat when classes begins.

*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 ICEF staff member.

#### **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 the Principal
- 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 or early sign out, 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.
  - After three (3) or more total days of *unexcused* absences or five (5) tardies, without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent the 1st Attendance warning letter asking

for the parent's help with their student's attendance and warning of consequences for further truancy.

- After eight (8) total days of *unexcused* absences, *unexcused tardies*, without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent the 2nd Attendance warning letter and invite the family to a meeting with the Principal or Designee. The intent is to create and implement a written plan for improving attendance.
- After fifteen (15) total days of *unexcused* absences, *unexcused tardies*, the school will mail the 3rd Attendance warning letter notifying that your student may be subject to discipline up to and including suspension or expulsion.
- If your student(s) has missed 10% or more of the days enrolled for the semester, student(s) is/are deemed "chronically absent".
- Students who miss 5% or more of school for any reason, will be considered for retention.
- It is ICEF's policy that five (5) tardies are equivalent to one full absence from school
- Students who miss ten (10) consecutive school days without communication with the School will be unenrolled from the current school and will not be allowed to enroll in any other ICEF school for the remainder of the school year.

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 this Attendance Policy, 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 student who arrives after 8:00 a.m. must report to the school office to receive a tardy slip. Students are not considered "in attendance" or "present" until they are seated in their class.

### **Attendance/Extra-curricular Activities**

In order to participate in athletics and/or extra-curricular activities, students must demonstrate regular daily attendance. Students may not participate if "same-day" absence is:

- a. Unexcused
- b. Due to illness
- c. Early release for any other purpose other than to attend routine doctor or dental appointment
- d. Due to discipline; OR
- e. Is for any reason that violates the Student Parent Handbook