



## Palm Lane Elementary Charter School

### ATTENDANCE POLICY AND PROCEDURES POLICY

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.

Palm Lane Charter School (PLCS) is a full-time seat program. Our School hours are from 7:50 a.m. to 3:10 p.m., and 7:50 a.m. to 1:15 on Wednesdays. We expect every student to be on time and present each and every day that school is in session.

Truancies are not acceptable at PLCS. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or PLCS 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 PLCS, 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 will require a doctor's note);
  - Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence;
  - Special/recognized religious holiday observed by student's faith;
  - Appearance in court

*Illness:* 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.

- 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

➤ *School Excused Absences*

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

### **Tardy is Truancy**

A tardy occurs when the student is not in his/her assigned seat when classes begin at 8:00 a.m.

*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 PLCS staff member. T-30 tardies occur when a student is more than 30 minutes late to his assigned seat when class begins, or leaving 30 minutes before class ends. T+ tardies occur when a student is one minute late to his assigned seat when class begins, or is taken out of school on early release before the end of the school day.

### **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, three (3) **T-30** tardies (tardies for more than any 30- minute period) or five (5) or more **T+** tardies, (tardies for not being seated when class begins/early sign out), within a thirty-day (30) period, 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, **T-30** tardies (tardies for more than any 30- minute period), or **T+** tardies, (tardies for not being seated when class begins/early sign out), within a thirty-day (30) period, 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 Executive Director/Principal or Designee. The intent is to create and implement a written plan for improving attendance.
- After fifteen (15) total days of *unexcused* absences, **T-30** tardies (tardies for more than any 30- minute period), or **T+** tardies, (tardies for not being seated when class begins/early sign out), the school will mail the 3rd Attendance warning letter notifying that your student will be dropped from the school's roster. To remain at PLCS you would need to re-enroll. Admission will be based on availability at the time of re-enrollment. Notice may be referred to the District Attorney.
- 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.

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.

**Perfect Attendance**

Students are rewarded for their level of academic achievement, one of which being Perfect Attendance. When a child achieves Perfect Attendance they may receive a certificate of Perfect Attendance which likely includes a gift certificate.

A child may receive a certificate of perfect attendance if the child has had No Absences (Excused or Un-Excused) for the duration of one full semester of school.

**(Please Note: It is PLCS Policy that three (3) T-30 tardies and five (5) T+ tardies are equivalent to one full absence from school.)**

#### **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:

1. Unexcused
2. Due to illness
3. Early release for any other purpose other than to attend routine doctor or dental appointment
4. Due to discipline; OR
5. Is for any reason that violates the Student Parent Handbook.