

TRCS Attendance Policy

Students are expected to be in school every day. Parents are expected to contact their child's school on the **day of the child's absence** to inform the school of that absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments are known. For any reason, a written note providing the dates of and reasons for the child's absence is required from the Parent within five days of the child's return to school. Research has shown that being at school consistently and on time can have a large impact on a student's academic success.

TARDY GUIDELINES

A tardy is considered any child who arrives at school after their start time. Every third tardy is equivalent to a T-30 (see Step 1), which will be marked as an unexcused truancy.

ABSENT GUIDELINES

Step 1: *Education Code Section 48260* – Twin Rivers Charter School will consider a student to be habitual truant if he/she has been reported as absent from school without a valid excuse for more than 30 minutes (T30) on **three** days during the school year.

Action:

-School mails or e-mails Truancy One (T1) letter

Step 2: *Education Code Section 48261* – Twin Rivers Charter School will consider a student to be habitual truant if he/she has been reported as absent from school without a valid excuse for more than 30 minutes on **five** days during the current school year.

Action:

-School contacts (in person, telephone or by e-mail) parent/guardian to schedule a parent-student conference;

-School mails or e-mails Truancy Two (T2) letter, including time, date and location of conference

Step 3: *Education Code Section 48262* – Habitual truant: Twin Rivers Charter School will consider a student to be habitual truant if he/she has been reported as truant **seven** or more times per school year.

Action:

-School mails Truancy Three (T3) letter

Step 4: *Education Code Section 48262*- continues to be truant **one** additional day past step 3. School Attendance Review Team (SART) serves as a site intervention

Action:

-School Attendance Review Team (SART) serves as a site intervention

1) School contacts parent/guardian to schedule a parent-student SART meeting which will include administration, parent, attendance clerk and school resource officer.

2) Student-Parent Agreement, (file copy in cumulative folder and give a copy to parent).

Step 5: *Education Code Section 48263* – If any minor in any district of a county is habitually truant, the pupil may be referred to the School Attendance Review Board (SARB)

Possible Outcomes:

a. SARB Family Contractual Agreement signed;

b. SARB dismisses case;

c. SARB case may be rescheduled for a 30 or 90 day follow-up review meeting; and

d. If parent/guardian Fails to Appear (FTA) – the SARB panel may approve a citation.

Attendance FAQ

What is an excused absence?

Some of the excused absences listed under Educational Code Section 48205 are:

- Illness
- For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of the pupil's immediate family.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, ... when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative.
- For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services.

If a child is out more than five days, they will be required to bring a medical note every absence thereafter.

What is an unexcused absence?

- Oversleeping/alarm failure
- Arriving to school after the start of school or checking out before the end of the day without an acceptable reasons
- Leaving school during the regular school day without approval of a school official or other non-emergency situations.
- Personal grooming appointments (e.g. hair, nails, tanning)
- Shopping/errands
- Skipping class/leaving campus without following proper procedure
- Independent Study that have not been pre-approved
- Needed at home/babysitting
- Car trouble
- Missing the bus/ride
- Needing sleep or rest

What if my child accumulates an excessive amount of excused absences?

The principal/designee will also notify SARB of excessive absences or a pattern of absences that appear to be influencing the academic performance of a child. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism. **If a child is absent more than 10% of the school year, excused or unexcused, they will be returned to their home district.**

If my child is absent are they responsible for the work missed?

When students are absent, (this includes absences for suspension or expulsion recommendations), an opportunity to make up work will be provided. Make-up work is encouraged so that students will benefit from future instruction. In middle school, it is the student's responsibility to ask the teacher for the make-up work. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work within five school days. Additional time may be granted by the principal due to the extenuating circumstances. A student will not be penalized for a teacher's absence. (Students are encouraged to get make-up work assignments before returning to school.)