

ATTENDANCE/TARDY/IND. STUDY CONTRACTS

Attendance/Tardy:

As parents, you have the responsibility to make school a #1 priority for your child. An average absence rate of more than one day per month is considered excessive. By making sure your child is in school every day, you ensure his or her opportunity to learn. Research indicates that when parents actively participate in their child's education, the quality of learning improves. Such participation also improves student test scores and creates an atmosphere that enhances student success. Regular attendance at school is critical to the success of all students. Please call or email the school to report your child's absence and provide the following information:

- The date(s) of the absence
- The person calling
- Your child's full name
- The reason for the absence

If you do not call in or email regarding your child's absence, your child must have a note with your signature indicating the above information for the day(s) he/she was absent from school. If you do not contact the office by 10:00 a.m. on the day of the absence, an automated calling and/or e-mail system will contact you regarding your child's absence. All absences must be cleared within 72 hours.

Excused Absences may include: illness, medical or dental appointments, death or serious illness in immediate family, religious holidays, quarantine, or immunization exclusion. If your child will be out of school for five school days or more, you can request an Independent Study Contract.

When a student has had 14 absences in the school year for illness, any further absence for illness shall be verified by a physician.

When to keep your SICK child at home: We are experiencing an increasing amount of absences due to flu-like and cold symptoms. Please encourage your children to wash their hands as much as possible. Our health policies require that children with a fever need to be fever-free, without medication, for at least 24 hours before returning to school.

Please keep your children home if they have these symptoms:

- Fever of 99.6 degrees or higher, without medication,; children must be fever free for 24 hours before returning to school.
- Vomiting, diarrhea, or severe abdominal pain.
- A cold, sore throat or persistent cough.
- Nasal congestion or runny nose not associated with allergies.
- Any open sores or open wounds.
- Any undiagnosed rash.
- Red or swollen eyes. (i.e. pink eye, conjunctivitis) Please refer to the following link for all other Health-related concerns and questions: http://safetycapousd-ca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1282484937357

Truants/Unexcused Absences: If a student is more than 30 minutes late, the student is truant. Also, those students who stay home without permission from a parent/guardian, or have an absence that remains unexcused after 72 hours, will be recorded as truant.

Unexcused absences include all absences or truancies which may include but are not limited to: traffic, vacations, shopping, staying home to visit with friends or family, transportation breakdown, working, missing the bus, negligence, truancy, too tired, etc.

A total of three days of unexcused absences or truancies can trigger the School Attendance Review Board (SARB) process. Parents will be sent a letter notifying them that their child is habitually absent/ truant. Subsequent absences can trigger a second and third SARB letter. The third letter will prompt a mandatory meeting with the District Attorney's office and potential prosecution.

Tardy-Late to School: A student is tardy when he/she is not in a seat in class or in line when the second bell rings to begin class. Once roll is taken, any student who arrives late to school must check in to the attendance office to get a pass to enter class. Students who arrive to class late create a disruption, regardless of the reason, and will be marked tardy. After 15 minutes tardy, parents must escort their child into the office to sign them in. California State law excuses tardies for illness and medical appointments; unfortunately, we are unable to excuse tardies for traffic, rain, car difficulties, or any other circumstance not listed under "Excused." *A tardy is recorded as truancy if a student is more than 30 minutes late to class.

Early Out, Dismissal for Medical, Dental, or Personal Appointments: A parent or guardian must come in to the office to sign the student out before he/she may leave campus. You may be asked for photo ID. Your child may not leave campus in the custody of anyone other than a parent or guardian or person authorized on the emergency card. This is for your child's protection. When a student is signed out early from school, it is recorded as an early out tardy. Unexcused early outs are recorded as tardies and may result in disciplinary action.

Independent Study Contracts

Independent Study Contract (ISC): Students who will be away from school for five or more days, other than illness, may be able to receive class work and remain up-to-date. To request an ISC, please notify the office **AT LEAST TEN SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE** so that the request can be reviewed, and if approved, class assignments may be organized. This process helps students to keep up with school work, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately.

Board Policy 6158(a)