

ATTENDANCE AND DISCIPLINE PROCEDURES

The mission of the school district is to maximize the learning of all students. As a community of learners committed to excellence, we promote lifelong learning, personal integrity, social responsibility and good physical and mental health. Our graduates will be prepared to make meaningful, positive contributions to our world. The District's attendance and discipline policies and administrative regulations are meant to balance the rights of an individual student with those of the total school population.

ATTENDANCE

Regular attendance in school is mandatory for the student to gain the maximum benefit from his/her education; therefore, all absences are subject to verification by school officials. It is the parent's responsibility to see that the school is called on the first day of absence to inform the attendance office of the reason for the absence. All days of absence shall be verified by telephone, email or in person with the parent/guardian.

Excused Absences:

A pupil shall be excused from school when the absence is:

- a. Due to illness;
- b. Due to quarantine under the direction of a county or city health officer;
- c. For the purpose of having medical, dental, optometric, chiropractic services rendered;
- d. For the purpose of attending funeral services of a member of his/her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California
- e. For justifiable personal reason, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his/her religion, attendance at religious retreats, or attendance at an employment conference.

Letters will be sent to parents for 5 absences. When 8 absences occur, parent will be notified and asked to talk to school staff. When 10 absences occur, parents will be asked to attend a conference.

Unexcused Absences:

Any student who is absent from school without the required parental or school approval for any part of a school day, or who leaves school without proper authorization, will have his/her absence classified as unexcused. **Unexcused absences are defined as truant.**

Truancy and Tardiness:

Any student who is absent from school or from the same class period(s) without a valid excuse more than three days or who is tardy at the beginning of the school day in excess of 30 minutes or leaves more than 30 minutes before the end of the school day on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor.

Make-up Work:

A student **with an excused** absent from school shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. As the teacher of any class from which a student is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Students who have been suspended will provided make-up work.

Independent Study

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent/Principal or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom. The minimum period of time for any independent study option shall be five consecutive school days 46300(e)(1).

Disciplinary Actions Related to Attendance

1. Truancy

a) Upon a student's initial classification as a truant the school shall notify the parent or guardian.

- 1) that the pupil is truant;
- 2) that the parent/guardian is obligated to compel the attendance of the student;
- 3) that those who fail to meet this obligation may be guilty of an infraction;
- 4) that alternative educational programs are available in the district **for five or more consecutive days of absence**;
- 5) that the parent has a right to meet with school personnel to discuss solutions to the truancy;

b) For the initial truancy, the parent will be notified by a letter sent home that the child is truant.

c) For the second truancy, the parent will be notified by a letter sent home that the child is truant, and a parent discussion will be requested with school staff.

d) For the third truancy, the parent will be notified by a letter sent home that the child is truant and the school may refer the parent to SARB, the School Attendance Review Board.

e) For the fourth truancy, the parent will be notified with a letter sent home that the child is truant and the school may refer the parent to SARB.

f) For subsequent truanies, SARB letters will be sent.

2. Falsification of attendance records:

Any student who has been found to have falsified attendance records or who has made false telephone calls to the attendance office shall be subject to disciplinary action including possible suspension from school.

References:

California Education Codes: 48205, 48260.5

Lakeside Joint School District Board Policies 5113, 5113.1; Administrative Regulations 5113, 5113.1.