

## ATTENDANCE POLICIES

**ABSENCES:** All absences must be cleared by a telephone call or note from the parent or guardian within 72 hours of the absence. Any absence not **cleared** within 72 hours will be **UNEXCUSED** and may become a **TRUANCY**.

**EXCUSED ABSENCES:** The State of California considers illness, medical appointment and the funeral of an immediate family member to be excused absences. Justifiable personal necessity may be excused with administrator approval. As per Board Policy 14 excused absences are allowed per year. After the 14<sup>th</sup> absence an absence will be considered excused only if an illness is documented by a physician or a court appearance is documented by the court. Absences beyond the 14<sup>th</sup> that are not excused by a physician's note or documentation from the court will be considered excessive absences and a possible truancy.

**Early dismissal:** If your student will need to leave school for any reason, please send them to school with a note or call the office.

**TRUANCY:** **Truancy** is an intentional absence without an excuse for longer than 30 minutes. **A truancy may consist of any absence that has not been cleared within 72 hours by the parent.** If an absence is found to be a truancy, these procedures will be followed:

**Truancy #1:** the student will receive a DOT;

**Truancy #2:** the student will receive a DOT;

**Truancy #3:** the parent will be noticed and the student will receive a DOT;

**Truancy #4:** the parent will be noticed, the student will be counseled (and receive a DOT) and a notice will be sent to the District Attorney's Office;

**Truancy #5:** the parent will be noticed, the student counseled (and receive a DOT), the District Attorney noticed and a mediation meeting will be scheduled by the District Attorney.

**Subsequent Truancies:** Parent, student, Community High School staff and administrator will meet to discuss possible consequences and the District Attorney's Office will be notified.

**EMERGENCY CONTACT:** In case a parent or guardian cannot be reached by telephone, only the people listed on the Emergency Card may be contacted. Please list two local contacts on the Emergency Card and keep this information up-to-date. Parents or guardians are responsible for notifying the Attendance Office if another adult is in charge of their student or if they have Hospital Release Forms on file at local hospitals. If a parent signs over legal guardianship, the school cannot contact the parent in regards to the student.