
Policy: Attendance and Truancy Policy | S1001 Attendance and Truancy

Purpose of Policy:

It is important that parents and scholars understand the following State and school guidelines. Regular and consistent attendance is a primary requirement for academic achievement and success at The Preuss School UC San Diego. Scholars learn best when they are in school; parents can be of great assistance monitoring their scholars' attendance. Be advised that parents must call the school office before 10:00 a.m. or send in a note to clear an absence. (CA Education Code Section 48349 (a)). Any absence not verified by a parent/guardian within 72 hours will be marked as unexcused. Unexcused absences will subject the student to disciplinary measures. A flagrant number of absences may result in the student being removed from The Preuss School UC San Diego. Changes of address, telephone number, or emergency contacts should be reported to the **Attendance Office (858-822-0311)**.

Content of S1001 Attendance and Truancy:

Excused Absences: Absences or tardies are considered excused only for the following reasons: Illness such as vomiting, high fever or contagious disease. Medical/Dental appointments (time excused will only be for a reasonable time to attend appointment, please, try to schedule medical appointments before or after school hours to avoid lost instructional time). Court appearances require a student's presence. Attending the funeral of an immediate family member (parent, grandparent, sibling, or family member residing in the home). Religious Observance. School related and approved activities. Family emergencies that cannot be handled in some other manner.

Scholars who are absent from school may not participate in after-school activities on that day. This includes all extracurricular activities (sports, clubs, choir, etc.). Scholars who are absent on Friday may not participate in activities on Friday and the weekend. Scholars who have attained the age of eighteen (18) years are not permitted to sign their own excuse for absence.

Unexcused absences: An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, vacations, extended trips, traffic, and family celebrations. Families should plan vacations and trips when school is not in session. Excessive unexcused absences will lead to the loss of extracurricular activities. Excessive unexcused absences for seniors will lead to the loss of Seniors Activities (Grad Night, Prom, Senior Dinner, and Graduation). **A student will be considered truant if they have 3 or more unexcused absences and the consequences for truancy will be incurred.**

Short-term Independent Contract: Scholars who will be absent for 5 days or more due to unavoidable reasons should request an Independent Study Contract from the attendance office **1 week prior** to the absence. All assignments provided by the teacher must be completed by the date of return to school for class credit or the absences will be unexcused. Requests to accommodate a temporary absence are made on an individual basis. Contracts will not be issued for vacations or non-school related activities.

Excessive Absences/Truancy: Excessive absences due to illness may require a doctor's note in order to be excused. Should a child's excused absences exceed 10% of school days in a semester without a doctor's note, absences will be recorded unexcused and Truancy Policy may be applied.

Truancies are defined as follows: Absences by a student from school without a valid excuse (3 full days in a school year, or tardies or absence without a valid excuse in excess of 30 minutes on each of three occasions in one school

year (Education Code Section 48260). Absences will remain part of the student's records. The parent/ guardian must provide reasons for absences even if they are considered unexcused.

Tardiness: Punctuality is important. The parent/Guardian must notify school if a student is late and a note should be provided. Habitual tardiness may result in lunch detention, assignment to Saturday School, and the loss of the privilege to participate in extracurricular activities.

Early Dismissal: Parents and guardians are asked to schedule all appointments outside the school day when possible. When not possible, a student can be dismissed from school before the end of the school day. **24 hour written notice is required from the parents/guardians. The notice must be sent to PreussAttendance@preuss.ucsd.edu.** Email accounts are verified against school records.

A student may leave campus for a doctor/dentist appointment (must provide a doctor's note upon returning the school the following day), court appointment (must provide a related court document), or emergency circumstances (must provide a parent note the following day). Any other reason for early dismissal will result in an unexcused absence.

The school nurse can release a student following communication with a parent via a verified phone number or email.

Emergency circumstances will be adjudicated by the Principal.

A valid picture identification is required to pick up a student. Scholars can only be released to the person authorized by the parent/guardian and listed as emergency contact on our school records. Siblings over 18 years of age may be listed under the emergency contact section of the registration card. Parents/Legal Guardian must inform the school that the older sibling will be picking up the student in advance of pickup. If the parent/legal guardian does not inform the school that the older student will be picking up the student, then the student will not be released.

Teachers are to hold scholars until the office sends a pass for the release of the scholar.

Truancy

The Preuss School UC San Diego has taken a firm position on attendance and truancy. It is our belief that "the purpose of all scholars attending school is to receive an education, and that the responsibility of every student is to attend school regularly and on time." It is necessary for scholars to attend school everyday in order to graduate and go on to college.

Habitual tardiness or truanies may result in detention, assignment to Saturday School, the loss of the privilege to participate in extracurricular activities. Each truancy will result in the assignment of a Saturday School.

Parents of scholars must clear all absences. Scholars who have not cleared their full day absence within 72 hours or their period absence within 24 hours will be considered truant (CA Education Code Section 48260(a)). If the parent does not clear the absence, an attendance print out will be sent to the advisory teacher for the student to clear.

The following are considered truanies:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the school day without permission.
- Staying out of class without permission.

- Not reporting to class within three minutes of obtaining a pass from the office.
- Three unexcused absences
- Arriving thirty (30) or more minutes late for class without a valid bus pass or other valid pass from the office. A period truancy will be recorded, if not cleared (CA Education Code Section 48260.5)

Scholar Absence Procedure

1st Unexcused Absence: Attendance Office notifies parent of absence by phone. If there is no answer, attendance office personnel send a pass for the student.

1st Truancy (3 Unexcused Absences):

- **Attendance Office** notifies parent/of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends the first letter home to parent.
- **SART team** arranges a meeting with the **student** to explore barriers and create an intervention plan that all parties sign.

2nd Truancy (6 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends a second letter home to parent.
- **SART team** arranges a meeting with the **student and parent** to explore barriers and create an intervention plan with the family that all parties sign.

3rd Truancy (9 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends a second letter home to parent.
- **SART team** arranges a meeting with the **student and parent and Advisory teacher** to explore barriers and create an intervention plan that all parties will sign

4th Truancy (12 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends **third** letter home to parent.
- **SART team** arranges a meeting with the **student and parent, Advisory teacher and Vice Principal** to explore barriers and create an intervention plan that all parties will sign.

5th Truancy (15 Unexcused Absences):

- **Attendance Office** notifies parent of absences by phone. If no answer, attendance office personnel sends absence verification with student.
- **Vice Principal** sends a **copy of the signed third letter home and intervention plan** home to parent **with warning of further violation will result in SARB (School Attendance Review Board) meeting.**

6th Truancy (18 Unexcused Absences):

- **Vice Principal** sends **notification home of case being referred to SARB.**
- **SARB panel is arranged and hearing is held.**
- Scholar may be recommended to enroll in home/ district school site.