



Student Policy #2: ATTENDANCE/CHRONIC ABSENCE & TRUANCY POLICY

Attendance:

The project-based nature of the CCDS program makes daily attendance extremely important. Significant absences, repeated absences or tardiness could lead to academic and disciplinary consequences. Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, CCDS requests that families schedule vacations or special programs so as not to conflict with school.

All absences must be communicated (by phone, email, note, or in person by a) within 72 hours of the absence. Without parent/guardian communication, the absence remains “unexcused” and automatically becomes a truancy.

What qualifies as an excused absence vs. an unexcused absence?

Students absent from school for any of the below reasons will be considered to have an excused absence (Education Code Section 48200 Basic Compulsory Attendance Law):

- Personal illness or injury
- Medical, dental, vision or chiropractic appointments
- Attendance at funeral services for a member of the immediate family
- Time for a student to spend time with a family member being deployed or returning from deployment

Upon written request of the parent and approval of the Dean of Students, a student can have a justifiable personal absence. These reasons include but are not limited to:

- Court appearance
- Observation of a holiday of his/her religion (see Parent/Family Handbook)
- Attendance at a religious retreat/service
- Funeral services for someone other than a family member

By law, all other absences are considered unexcused. These include family trips or vacations, and performances in a non-school sponsored activity, such as a plays or performances. We encourage families to schedule vacations during regular school holidays. If you must be gone for more than 3 days, you may take advantage of the Short Term Independent Study program. CCDS does receive ADA for this program, and additionally your child remains on track with their schoolwork. Please allow 5 day’s notice for short term independent study requests to be processed.

An automated email and/or phone call inquiring about the reason for your child not being at school will be generated if the parent/guardian does not communicate with the school. You have three days to reply, and if we do not hear from you, the absence will become a truant. You are invited to track your child’s attendance via the Parent Portal.



Chronic Absence and Truancy Protocol

(Education Code 48260, 48263, 60901)

Regular Absences	Family receives automated call.
Chronic Absences - Student is absent on 10% of the days enrolled	Family receives chronic absence letter. Additional absences require verification. Unverified absences are recorded as unexcused.
First Truant: Unexcused absence or excused absence has not been reported within 3 days	Student is marked truant which is visible through the parent portal.
Truancy - Student has 3 unexcused absences or tardies greater than 30 minutes	Family receives 1st truancy letter. Administration conferences with family.
Habitual Truancy - Student has 5 unexcused absences or tardies greater than 30 minutes	Family receives 2nd truancy letter. Administration conferences with family.
Student has 6 unexcused absences or tardies greater than 30 minutes	Family receives 3rd truancy letter. Attendance contract is developed and signed.
Contract is violated	Family is referred to Student Attendance Review Board

The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

Tardy Policy:

All students are expected to arrive at school on time. A student is considered tardy if he or she is late to school (students must be in their correct line at flag salute when second bell rings on Mondays or in their classrooms Tuesday through Friday). A tardy student must report to the office for a tardy slip in order to be admitted to class. Younger students may need to be accompanied to the office by a parent. Tardiness is only excused if a student has a medical, dental, or legal appointment, or there has been a death in the family. All excused tardies require appropriate documentation.

Unexcused Tardies less than 30 minutes	Consequence
Three (3)	Communication from Office Staff
Five (5)	Elementary School- First notification letter Middle School- First notification letter. Tardy referral assigning student 30 minute detention. Referrals and detentions continue for each additional tardy after 5.
Eight (8)	Elementary School- Second notification letter requesting meeting with administration. Middle School- Second notification letter requesting meeting with administration. Tardy referrals and detentions continue.
Twelve (12)	Elementary School- Third notification letter. The student and parent will be expected to attend a School Attendance Review Board Hearing. If tardies continue after the hearings have been held, parent may be cited and referred to Truancy Court. Middle School- Above consequence while tardy referrals and detentions continue.