

# Monterey Bay Charter School

## Absence Reporting: 655-4638 by 9:00 a.m.

Adopted by the Board of Directors on October 24, 2006

Amended on \_\_\_\_\_

### Student Attendance Policy

Believing that children benefit from regular attendance in school, the Monterey Bay Charter School adheres to a strict attendance policy. The Monterey Bay Charter School Board of Directors policy is as follows:

“Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.”

A 24-hour voice mail system is available for calls at 655-4638. The office staff must be notified of all absences by a telephone call, visit to the office, or written note from the parent/guardian by 9:00 a.m. of the day the student is absent.

### Excused Absences

The State of California considers illness, medical appointment and the funeral of an immediate family member, and a **limited** number of other situations to qualify as excused absences (See Ed. Code 48205 below).

**Ed. Code 48205.** (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of his or 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.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) A pupil absent from school under this section 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 therefor. The teacher of any class from which a pupil 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.
- (c) For purposes of this section, attendance at religious retreats

shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

### **Unexcused absences**

Any absences not covered in the categories listed above are considered unexcused absences. This includes vacations, out of town trips, personal reasons, and any unverified absence.

After three (3) unexcused absences, a letter regarding truancy will be sent to the parent/guardian and a meeting will be scheduled with the Director. Per California truancy law, tardies that are more than 30 minutes are reported as unexcused absences.

### **Maximum allowable excused absences**

A maximum of fourteen excused absences are allowed per year. After the 14th excused absence, an illness will be considered excused only if it is documented by a licensed medical physician. Absences beyond the 14th that are not excused by a physician's note will be considered unexcused absences.

### **Tardy Policy**

Any student arriving late to class is considered tardy. Tardies that are more than 30 minutes late without a valid excuse are considered truant and are reported as an unexcused absence. All students arriving late to campus must report to the school office for a tardy slip before reporting to class. Students who arrive late must have a tardy slip from the office to enter the classroom. All tardies will be recorded on a log in the office.

**Excused Tardies** are for medical or dental appointments with a note from the medical or dental office OR for traffic delays that affect several school families traveling the same route. Traffic problems will be verified by the office. Office staff will make the final determination as to whether a tardiness is excused or unexcused.

### **Truancy Mediation Program**

Monterey Bay Charter School participates in the Truancy Mediation Program through the Monterey County District Attorney's office. It is the goal of Monterey Bay Charter School to make a conscientious effort to meet with parents/guardians and students before a student may be declared a habitual truant. In addition to CA Ed. Code section 48205, the Monterey Bay Charter School's attendance policy is guided by the Truancy Abatement Program and the following CA Ed. Code sections (See below): 48260; 48260.5; 48261; and 48262.

**48260.** (a) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the schoolday without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

**48260.5.** Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

(a) That the pupil is truant.

(b) That the parent or guardian is obligated to compel the attendance of the pupil at school.

(c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to

Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.

(d) That alternative educational programs are available in the district.

(e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

(f) That the pupil may be subject to prosecution under Section 48264.

(g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.

(h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

**48261.** Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

**48262.** Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.