

## PCHS Attendance Policy

Attending school every day is required and enforced by law in the state of California. Parents/guardians are responsible for ensuring that their children attend school regularly and arrive on time. Palisades Charter High School partners with families to reinforce the importance of consistent attendance in order for students to have the greatest opportunity for academic success.

### Compulsory Education

Students who are between the ages of six and eighteen years are subject to compulsory full-time education by the State of California. Students who are at least sixteen years of age are allowed to attend school part-time through a continuation or other alternative education program. Parents/Guardians are required by law to send their children to school. Failure to comply with these requirements may lead to a referral to the Pali High School Attendance Review Team (SART). When necessary, legal action may be taken against the parent or the student, depending on who is responsible for failing to comply.

Los Angeles City and Los Angeles County have loitering ordinances. They prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds during school hours on days when school is in session.

### PCHS Attendance Expectations

Attendance and punctuality directly impact a student's performance at Palisades Charter High School. Regular attendance is vital to successful academic growth and is expected of all students. The PCHS Attendance Policy is designed to keep students in class and reduce the number of days absent.

#### **Student Responsibilities & Expectations**

- Attend school every day and arrive on time to each class period
- Students should miss no more than 7 days of school per year.
- Students should have 6 or fewer unexcused tardies per semester.

#### **Parent/Guardian Responsibilities & Expectations**

- Regularly monitor student attendance in Infinite Campus Parent Portal and verify all absences with the Attendance Office via ParentSquare or email within five (5) days of the absence(s)
- Schedule non-emergency medical and dental appointments outside of school hours when possible
- Plan all family events and vacations on non-school days only
- Encourage students to communicate all pre-planned absences with their teachers before the absence occurs
- Attend mandatory School Attendance Review Team intervention meetings

### Absences

When students are not present in class or arrive more than thirty (30) minutes late to a scheduled class period they are considered absent.

## **Attendance Verification**

Attendance is reported each period in Infinite Campus by your student's teacher. Parents/Guardians will be notified electronically via ParentSquare if their student is absent or tardy to any class period. Families are also encouraged to regularly check their child's attendance records in Infinite Campus. A full list of attendance codes including any actions needed can be found on the last page of this policy. Students may visit the Attendance Office before school, during nutrition/lunch, and/or after school, not during an assigned class period.

PCHS verifies student absences when documentation with the reason for the absence is provided to the Attendance Office. Absences are not erased from the student's record; they are verified in Infinite Campus. Not all verified absences will be excused; see below for a complete list of excused absences.

## **Verify by ParentSquare**

Parents/Guardians will receive attendance notifications daily from ParentSquare regarding their child's period-by-period absences and tardies via text and/or email. Clicking the link provided in the message allows you to send your note directly to the attendance office for verification.

## **Verify by Email** | [attendanceoffice@palihigh.org](mailto:attendanceoffice@palihigh.org)

The following should be included in your email:

- Student Name & Grade Level
- Student Date of Birth
- Date & Time of Absence(s)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Reason for Absence

Students over the age of 18 years old may sign their own absence notes with parent/guardian permission. For more information please contact the Attendance Office.

Parents/Guardians are expected to provide written verification for all student absences within five (5) days of the absence. Any remaining unverified absences will convert to trancies at that time.

## **Excused Absences**

California Education Code 48205 provides that a student shall be excused from school when the absence is due to:

1. Illness
2. Quarantine
3. Medical, dental, optometric, or chiropractic services
4. Attending the funeral of an immediate family member (one day within the state, three days outside the state).
5. Jury duty
6. Participation in religious instruction or exercises.
7. Illness or medical treatment of a child of whom the student is the custodial parent
8. Serving as a precinct member for an election
9. To permit the pupil to spend time with an immediate family member on active duty or uniformed services and for the pupil to spend time with family when the family has been deployed to a combat zone or combat support position.
10. Attendance at the pupil's naturalization ceremony to become a United States citizen.

11. For the purpose of participating in a cultural ceremony or event
12. When the pupil's absence has been requested in writing by the parent/guardian **and** pre-approved by the Executive Director or other PCHS Administrator.

All other verified absences are considered personal absences, however California Education Code does not recognize these absences as excused.

Examples of personal absences can include but are not limited to:

1. Missing a bus or car troubles
2. Oversleeping
3. Inclement weather
4. Vacations and other family events
5. College visits/tours without prior approval and/or documentation
6. Babysitting/Caretaking

These are not excused absences.

### **Extended Absence Due to Illness**

On the third (3rd) consecutive day of illness/health related absence the student must bring in a doctor's note or documentation from PCHS Health Office excusing illness/health related absences.

### **Late Arrivals and Tardies**

#### **Students Arriving Late to Campus**

Students arriving late for ANY reason should first report to the Attendance Office/Swipe Cart for a pass to class. The Attendance Office will update the student's attendance record as needed based on the verification reason for the late arrival. Any student arriving late without a note will be given an Unexcused Tardy. Students arriving 30 or more minutes late to any class will automatically receive an absence for that class period and attendance will be updated based on the parent/guardian verification.

1. **Excused Tardy:** Students will only be granted an excused tardy when they obtain a stamped/signed school pass before arriving to class.
  - a. Students arriving late from an appointment must check in with the Attendance Office first with written documentation of the appointment. For a doctor or dentist appointment the student must have an appointment card or a note written on the doctor's/dentist's stationery stating the date and time of the appointment. Written documentation must be shown for all other appointments and include the date and time of the appointment and student's name.
  - b. Teachers will not admit students into their classroom without a valid pass or summons.
2. **Unexcused Tardy:** The following circumstances warrant an unexcused tardy:
  - a. A student is outside their assigned classroom without a valid school pass when the tardy bell rings. Students not in class when the bell rings should report to the attendance carts and scan their physical Pali ID card to receive their late pass to class.
  - b. **Traffic and/or oversleeping are unexcused.** Notes/emails, calls, and/or visits from parents/guardians to excuse tardiness will not be accepted.

### **Significant Traffic Incidents**

When a significant traffic incident in the immediate area directly impacts arrival to school, PCHS administration may allow additional time (up to 30 minutes) for students to arrive to class before assigning a tardy.

### **Assigned Consequences For Unexcused Tardies**

<b>Tardy Total</b>	<b>Consequence Assigned</b>
1–3	ParentSquare Notification / Warning
4–5	Detention Assigned by Dean’s Office per Tardy
6+	Attendance Contract + “No-Go List”

### **PCHS No-Go List**

Students with 6 or more unexcused tardies or 5 truancy days (15 periods) per semester will be placed on the “No-Go List”, and may be denied the opportunity to participate in the following privileges:

- Club Activities
- Extra-Curricular Events including Athletics, School Performances, and Field Trips
- Leadership Positions
- Off-Campus Lunch Pass
- School Wide Events including Homecoming & Prom
- Senior Events including Grad Nite
- Work Permits

Students on the “No-Go List” will be placed on an attendance contract with the Deans and Director of Attendance and Admissions. Successfully meeting the requirements of the contract will allow students the opportunity to be removed from the “No-Go List” at the end of the contract.

### **Early Check-Outs**

PCHS students are expected to attend school for the full instructional day, however it’s understood that there are times when students will need to check out early. Parents/Guardians should pick students up at the security gates.

Early checkouts will only be granted by the Attendance Office when:

1. An email from the parent/guardian is received by the Attendance Office ([attendanceoffice@palihigh.org](mailto:attendanceoffice@palihigh.org)) before 10:30am
2. A physical note from the parent/guardian is received by the attendance office before 10:30am and the parent/guardian confirms the note over the phone.
3. Parent/Guardian in person with proper state/federal issued photo-ID matching an authorized person on the student’s Infinite Campus account

Students will not be checked out:

- After 2:30pm
- On days of state testing, AP Exams, and/or semester final exams
- On Minimum Days
- During school-wide safety drills (See calendar on PCHS Website for dates)

### **Early Checkout Passes**

Students should pick up their early checkout pass from the attendance office before school or during nutrition/lunch. Students cannot leave a classroom at the check-out time without the pass. Students should show their teacher the pass at the beginning of the class period, and show it to security to leave campus.

If your child becomes ill while on campus, they need to visit the Health Office to be checked out from school by the nurse. The Attendance Office will not check out students early for illness-related reasons, only the Health Office can do that.

Students who leave campus without properly checking out through the Attendance/Health Office are considered to be cutting class and will receive a truancy. Calling or texting your child out of class is not permitted. The Attendance Office will not accept calls and emails to excuse mid-day absences after a student has already left campus without an Off-Campus Pass.

Students returning to campus after an appointment must check in with the Attendance Office upon arrival with proper documentation to verify the absence. Returning without an official note will result in an unexcused absence during the time the student was off-campus.

### **Missed Work**

Students will be provided the opportunity to make up missed work from all absences except Truancies in accordance with teacher and/or department policies.

### **Truancy:**

A truancy is defined as an absence from class without a valid excuse. Students with excessive absences (7 or more days) and truanancies will be referred to the School Attendance Review Team (SART). After five (5) days, all unverified absences (A) will automatically convert to truanancies (03).

### **School Attendance Review Team (SART):**

Any student with excessive absences will be referred to the PCHS School Attendance Review Team. This team is a student-focused intervention team, comprising teachers, administrators, and other student support personnel such as counselors, psychologists, and nurses. SART meetings are a team effort (parents/guardians included) to discover the reason(s) for the student's attendance issues, provide resources for the family, and help build personal responsibility for the student to attend school by creating an individualized plan for improving the student's attendance. Parents/Guardian are a vital part of the process and are encouraged to participate in the resolution. During this meeting, the student and parent/guardian will sign an attendance contract with the school.

### **Senior Specific Policies**

#### **Off-Campus Lunch Privileges**

Palisades Charter High School is a closed campus, therefore any senior student wishing to receive an off-campus lunch permit must have prior permission from their parent/guardian. No off-campus privileges are given for the nutrition break.

Students must apply and be approved for an off-campus lunch pass. Student's on the "No-Go List" are ineligible for off-campus privileges, and their passes will be revoked until they are removed from the list.

The complete list of rules and procedures will be included in the off-campus lunch pass application.

### **Graduation Ceremony**

Seniors with 10 or more total period trancies in the Spring semester may be denied the opportunity to participate in the Graduation Ceremony. Seniors and their families are encouraged to regularly monitor their own attendance in Infinite Campus and verify all absences before they convert to trancies.

### **PCHS Attendance Codes**

<b>Code</b>	<b>Name</b>	<b>Verified?</b>	<b>Excused?</b>	<b>Action from Parent/Guardian</b>
P	Present	N/A	N/A	N/A
ISS	In School Suspension	Yes	Yes	None
A	Absent	No	No	Verification Note Needed
D	Discrepancy Check	No	No	None
1M	Excused Absence Verified by Medical Professional	Yes	Yes	None
1N	Excused Absence Verified by School Nurse	Yes	Yes	None
1P	Excused Absence Verified by Parent	Yes	Yes	None
02	Personal Absence Verified by Parent	Yes	No	None
03	Truant / Non-Compliant	No	No	None
OSS	Out of School Suspension	Yes	Yes	None
SB	School Bus	Yes	Exempt	None
5	Administrator Approved Absence (See list)	Yes	Yes	None
EC	Extracurricular Activity (See list)	Yes	Exempt	None
TP	Testing Program (See list)	Yes	Exempt	None
SO	PCHS School Office (See list)	Yes	Exempt	None
T	Tardy	No	No	Verification Note Needed
7	Excused Tardy	Yes	Yes	None
8	Unexcused Tardy	Yes	No	None
T SB	Tardy - School Bus	Yes	Exempt	None
T EC	Tardy - Extracurricular Activity	Yes	Exempt	None
T PT	Tardy - Public Transportation	Yes	Exempt	None