### Proposed Truancy Policy

### Attendance

Your child’s consistent attendance is essential to her/his success and contributes to the unity and success of the school. Good attendance is important because many of the lessons are presented orally and through group interactions. A student who is frequently absent will find it difficult to make up work or fully understand the material. Attendance policies apply to on-line classes as well. California schools no longer receive funding for students who are sick or even excused. Students should attend school whenever possible, for part of a day after or before appointments.

TRCS is a closed campus. Students are not to leave school while school is in session without obtaining permission to leave from the School Director. Permission will be given when the parent sends a note containing the exact date/time/reason for leaving. The reason for leaving must be a valid reason. Students with a permit should sign out when leaving the campus and sign back in when arriving back to school. Parents taking their children off campus during the school day must sign them out either in the classroom or in the school office.

**Absences and Tardiness**

Parents should call and inform the school anytime your child will be late or absent so we can make adjustments to plans for the day and prepare make-up work. In a small school everyone counts a lot! Please make it your priority to have your child arrive on time. Students arriving late often interrupt ongoing activities and miss important parts of class meetings and decision-making. In addition, the school loses funding every day for every child who is absent. That means that your child’s absence hurts, in a variety of ways, our school’s ability to provide your child an outstanding education. Therefore, please limit any absence to mandatory or urgent situations such as family emergencies, serious illness, or doctor’s appointments and verify the absence by a phone call or note from the parent or guardian. Students with unexcused absences or unexcused 30+ minute tardies for nine days or more per year from any one class shall be considered in danger of failing that class. (Ed Code 49067).

**Truancy**

A student is considered truant when they are absent for a day or tardy for more then 30+ minutes without a valid excuse. Excuses are valid for these reasons:

* Illness
* Directed by a Health Official to Stay at Home
* Medical Appointment
* Funeral (1 day in California, 3 days outside of California)
* Religious Observance
* Immediate Family Leaving for Military Duty

When a student is truant 3 times within the school year they are considered Habitually Truant. Notices will be sent to the parents and parent involvement is expected to make sure the truant child attends school on time. Students Habitually Truant 3 times will be in jeopardy of failing classes and not being promoted to their next grade. Actions will be taken by the school if students continue to show signs of Truancy. Make-up work, after school programs, counseling, and other steps will be taken to correct the problem. Students who miss more then 10% of the school year (18 days) with unexcused absences is considered Chronically Truant. Processes must be started and certain agencies must be notified in order to remedy this serious situation. SARB Boards may be convened in order to determine the right action to motivate the student and parents so the student stops being truant. Some actions may include fines and other penalties being assessed.