

## Attendance

Under the compulsory education laws of the State of California, parents and guardians of minor children are responsible for their children's attendance at school. **Attendance is mandatory.** All students between the ages of 6 and 18 must, unless legally exempt, attend school daily [E.C. Section 48200].

### Attendance Matters

During Distance Learning every student is expected to log in to class on a daily basis, unless there are issues with the internet or zoom access. Students are expected to notify us during the assigned class period at (818)897-1187 or via e-mail at [info@discoveryprep.org](mailto:info@discoveryprep.org).

When students attend school regularly, they improve their grades, they improve on standardized tests scores, and they are more likely to attend college. It is our responsibility to teach students the importance of attendance now so they are prepared for the future.

### Parents Influence Attendance - Get Involved!

Plan family vacations for non-school days only; schedule non-emergency medical and dental appointments after school hours; make sure your child's school has your accurate daytime contact information; including cell phones and or/email address; make the school aware of any problems that may be causing your child to miss school.

Every student is expected to attend school on a daily basis, unless there is a valid justification for his/her absence. Please do not allow students to have "parent permitted truancies." These truancies are described as absences for reasons other than the law allows, such as: personal business, car problems, no clean clothes, walk outs/demonstrations.

## Truancy

*EC* Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days, or tardy or absent more than any 30-minute period during the school day 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 the superintendent of the school district.

**Truancy can lead to severe consequences; parents may be guilty of infractions, such as fines and criminal prosecutions.**

The school reserves the right in cases of continuing truancies to impose escalating consequences, including, but not limited to suspension or removal from the school, should a student's attendance not improve.

### **Reporting Absences**

Absences must be cleared within 48 hours of the absence. The Attendance Office requires that the parent/guardian write a note to explain all absences. All notes are filed and kept in the Attendance Office as proof that the absence is excused. Notes may be written in English or Spanish.

In cases where a student must leave school during the school day, the following procedures must be followed:

1. The parent or guardian must send a note to school on the day of the early dismissal explaining the reason, time and date the student is to be released.
2. Parent or guardian must come into the school administration office before the student is dismissed and sign the student out on the daily log.
3. Should an authorized person of a student's Emergency Card arrive at the School during the day to pick up a student early, student's parent or guardian still is required to provide the School with a written note explaining the reason, date and time of the early dismissal.
4. A school official shall then call for the student.
5. **It is the responsibility of the student to turn in their assigned Chromebook to the front desk before exiting the premises.**

**\*Students are not to leave on their own.**

### **Excessive Absences**

Discovery Prep is a college preparatory school and, as such, it is essential that students attend class each day, on time and for the duration of the entire period. Any absence, even excused ones, has a detrimental effect on student performance. Students who have more than 10 absences will be referred to the Administration and parent(s)/guardian(s) will be asked to come in for a meeting.

### **Tardy Policy**

Tardy detention is implemented in order to prepare students for the future and show students the importance of punctuality. Thus, for each tardy, the teacher will deduct participation points for the day.

If a student is tardy more than three times per week, the following procedures will take place:

- The student will be held for after school Tuesday and/or Thursday Detention.
- Any missed detention will result in Saturday Detention.
- A missed Saturday Detention will result in an additional Saturday Detention, Parent Meeting, and/or may lead to in-school or out-of -school Suspension.

**Please Note:** Teachers may also ask students to stay for detention if the student is tardy to their class.

### **Attendance Intervention**

After a student has 10 absences during a school year, the student shall meet with an Administrator or Counselor to discuss importance of regularly attending classes.

**For students with *unexcused* absences, the following consequences will result:**

- **First Offense** (5 unexcused absences): Student meets with Administration and is issued a warning. Parents will be contacted.
- **Second Offense** (7 unexcused absences): Administration will contact student's parent and notify them of the recurring problem.
- **Third Offense** (10 unexcused absences): Administration will hold a parent conference to provide interventions including, but not limited to, the following:
  - The student's attendance will be monitored weekly by Administration and reevaluated in two weeks.
  - Discovery Prep's Administration will conduct a meeting with parents and Student Support and Progress Team (SSPT) to discuss concerns and to develop strategies to improve attendance. Counseling will also be provided as an option.
  - If there is no improvement then Administration will put student on an Attendance Action Plan for a minimum of four weeks. The goal of the Attendance Action Plan is to help both the parent and the student take attendance seriously and ultimately improve the student's attendance, which will lead to academic achievement.
  - The student's academic status will be monitored as well and if necessary the SSPT can meet to review, make adjustments and/or put the student on an Academic Action Plan coinciding with the same terms as the Attendance Action Plan. Administration may choose to put the student on a combined Student Action Plan which will include Attendance, Academics and Discipline, as needed.

#### **Intensive**

- Administration will continue weekly monitoring of progress in areas that are mentioned in the action plan, such as: absences, tardiness and or fails. If after four weeks, there is zero progress, then another parent meeting will be conducted to discuss other interventions that can be implemented to improve the progress of the student.
- After three months if zero progress is demonstrated, a DCFS (Department of Children and Family Services) report may be filled.

**Note:** Students must have good attendance: a student is allowed 10 absences per school year, in combination of excused or unexcused absences, unless student can provide written documentation from a U.S. based medical doctor that he or she has a medical condition.

## Discovery Charter Preparatory School's 3 Tiered Reengagement Strategies

During Distance Learning students absent more than 3 school days or 60 percent of the instructional days in school week as required by *EC* Section 43504(f)(2).

