

Alpine County Unified School District / Alpine County Office of Education

Attendance – Truancy – Steps

Per School Board Policy 5113, the school has
the right to accelerate the steps.

Level One – if missing more than 30 minutes on 3 days within a school year without a valid excuse, the student is **classified as truant** (3 total – absent or late)

* parent/guardian notification by letter per Ed Code 48260.5

** parent/guardian meeting with school staff and resource agencies to provide support and intervention (this may include: School Staff, School Counselor, TANF, Social Services, Behavioral Mental Health, Truancy/Probation, WIEC ...)

*** student will be required to makeup school work in the After School Program

Level Two - if absent or tardy on one or more days (4 total)

* second parent/guardian notification by letter

** law enforcement and truancy/probation offices will be notified

*** law enforcement home visit

Level Three – if absent or tardy on one or more days (5 total) in the same school year, student will be **classified as habitual truant**

* third parent/guardian notification by letter

** may be transferred to opportunity class

*** student and parent will be notified in writing that they must attend a meeting with the superintendent and truancy/probation

**** referral to district attorney for prosecution

Level Four – if absent or tardy on one or more days (6 total)

* fourth parent/guardian notification by letter

** student and parent shall be within the jurisdiction of the courts

*** if judged by juvenile court as a habitual truant, probation officer shall be notified within 10 days of violations of additional trancies and insubordinate or disorderly conduct at school

Absences and Excuses

List of valid or excused absences (must be verified in writing or conversation by parent/guardian, staff member or physician within a week of the absence or it will become an unexcused)

***please note* parent permission does not excuse missing school unless it meets requirements of the law**

1. personal illness (if 15, any additional must be verified by physician)
2. quarantine
3. medical or dental appointments
4. funeral for immediate family
5. jury duty
6. illness or medical appointment of child if student is custodial parent
7. justifiable personal reasons – with advance written request and approval (if student will be gone for 5 or more consecutive days, they may request an independent study)
8. service as a member of a board for an election
9. religious exercises (limited number)

examples of **unexcused** absences; suspension, overslept, missed the bus, hair appointments, fishing, babysitting, shopping, picking up a friend, helping relative, going out of town for weekend and getting an early start...

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I have read the legally approved reasons for my student to miss school and I understand that three unexcused absences (30 minutes or more) will result in a truancy report.

If my student is absent, I need to contact the school by phone, in writing or in person to verify the absence. The school will make an attempt to contact the parent or guardian but if there is not a response within a week, the absence will be documented as an unexcused absence.

Student: (print)_____

Parent/Guardian: (print)_____

Parent/Guardian: (signature)_____

Date: _____