

Absences and Tardies

Grimmway Schools is committed to maximizing the educational achievement of students throughout the school year. To continue learning, students are required to make up any and all work missed during their absence. Families are responsible for contacting teachers for makeup work missed during any absence, regardless of the reason.

When a student is absent or tardy please submit a note to the school office within 24 hours. Parents may call the main office to clear absences and tardies.

Absences Policy

Excused Absences

Excused absences are absences: (1) due to his/her illness; (2) due to quarantine under the direction of a county or city health officer; (3) for the purpose of having medical, dental, optometric, or chiropractic services rendered; (4) for the purpose of attending the funeral services of a member of his/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 holiday or ceremony of his/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; (9) for the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Principal; (10) for the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

All absences require appropriate documentation, i.e. a note from a doctor or medical facility, court documents, parent note, etc. If appropriate documentation is not provided, the absence will be considered unexcused (see below) and your child will be considered truant to school which has serious consequences.

A parent or adult caregiver must notify the school as soon as possible or within 24 hours absence by telephone, letter, fax, e-mail, or in person. Please do your best to inform us of an absence by 8:00 a.m. If the school is not notified or the student does not report to school the next day with a note, the absence will be considered unexcused (see below).

The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

Please help keep our entire community healthy by keeping your child home if your child:

- Has a temperature of 100 degrees or higher or has had a fever in the last 24 hours
- Has vomited in the last 24 hours
- Has red, crusty, or irritated eyes
- Has any sign of head lice
- Has a severe cough

Unexcused Absences

Under the law, **unexcused** absences include, but are not limited to, absences for the following reasons:

- Parent's illnesses or appointments
- Sibling's illnesses or appointments
- Car trouble
- Taking care of siblings
- Working
- Fatigue or oversleeping
- Running errands with parent

There will be a limit to the number of absences allowed. Student absences will be analyzed every quarter. If a student has more than four unexcused absences a quarter, the student and a parent/guardian will be required to attend a truancy meeting on an assigned Saturday. If you do not attend the truancy meeting, you, the parent/guardian, and student, will be reported to the Board of Directors and required to attend a SARB hearing.

In addition, a student may be retained in their grade level or dismissed from school if they accrue 10 or more unexcused absences. Before Grimmway Schools disenrolls any student, the parent or guardian of the student will be provided written notice, in the student's or parent/guardian's native language, of the School's intent to remove the student no less than five schooldays before the effective date of the action. If the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the right to initiate the procedures specified below for suspensions, before the effective date of the action. If the student's parent, guardian, or educational rights holder initiates the procedures specified below for suspensions, the student shall remain enrolled and shall not be removed until Grimmway Schools issues a final decision.

Tardy Policy

School begins at 7:50 a.m. each day. All students are expected to arrive at school on time and stay at school until the end of the day. A student must report to the office if he or she is late for school.

Tardiness is only excused if a student has a medical, dental, legal appointment or there has been a death in the family. All excused tardies require appropriate documentation, such as a note from the doctor or note from a parent. If a student is 30 minutes late to school, they

will have an unexcused absence. If a student has more than eight tardies in any quarter without an official notice from a doctor, the student and a parent/guardian will be required to attend a truancy meeting at the school on an assigned Saturday. If you do not attend the truancy meeting, you, the parent/guardian, and student, will be reported to the Board of Directors and a SARB hearing. You can be assigned fines and community service.

In addition, a student may be retained in their grade level or dismissed from school if they accrue up to 20 unexcused tardies that are not excused by a doctor. Unexcused early pick-ups and late arrivals more than 30 minutes are considered truant.

Truancy

Attendance is crucial for student success. If a student meets any of the following thresholds, that student and a family member will be required to attend a three-hour Truancy meeting on a Saturday to devise an action plan for ensuring the child does not fall behind in school.

- Four absences in a quarter, or more than ten absences for the year (that do not have medical documentation)
- Three unexcused tardies of 30 minutes or more
- Eight unexcused tardies of any length

If a student and his/her family fail to attend Truancy meeting or if they continue to have unexcused absences after attending, they will be required to attend a Board of Directors meeting and SARB hearing.