

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 3 Academic Affairs
Title	AP 3180 Attendance/Tardiness/Truancy
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According to state law, it is the obligation of every parent/legal guardian to ensure that every child under their care and supervision receives adequate education and training via in-person, remote, or hybrid learning models and, if of compulsory attendance age, attends school. It is the obligation of CHPA classroom teachers to record daily attendance.

To help reduce the incidence of truancy, Chávez/Huerta K-12 Preparatory Academy (CHPA) families shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/legal guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

If a student is absent without an excuse by the parent/legal guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/legal guardian is aware of the absence, school personnel shall make a reasonable effort to notify the parent/legal guardian by telephone and/or email.

Excused absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period (more than 3 days) due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is suspended or expelled. As applicable, CHPA may require suitable proof regarding the above exceptions, including written statements from medical sources.
6. Death of a family member
7. Compliance with established religious holidays
8. Absences due to court appearances and participation in court-ordered activities shall be excused.

Tardiness:

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents and guardians shall be notified of all penalties regarding tardiness.

Unexcused absences:

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/legal guardians of the student receiving an unexcused absence shall be notified. In accordance with law, CHPA may impose appropriate penalties that relate directly to classes missed while unexcused.

If a student is at risk of being declared habitually truant, the Community Advocate/School Counselor shall meet with the student and his/her family to develop an attendance plan and could include the following steps:

- Student meeting – Written Agreement with student
- Home visit by Community Advocate or Counselor
- Truancy letter to parents/guardian
- Written agreement with student and parent/guardian
- Assistant Principal and student/parent/guardian meeting
- Referral to outside agencies, as applicable
- Intervention meeting – include student, parent/guardian, community advocate, counselor, assistant principal, teachers. Written agreement with student and parent/guardian, including possible consequences of continued tardiness and/or truancy

If truancy continues to be an issue, a Truancy Affidavit along with attendance documentation will be completed and sent to the principal and CHPA legal counsel for review to determine if a petition needs to be filed with the courts.

Homework:

Students have the opportunity (y) to make up all assignments.