

LOS ANGELES UNIFIED SCHOOL DISTRICT
ELEMENTARY SCHOOL

Attendance Policy

All students are expected to attend school every day and on time.

Perfect attendance will be awarded ~~once~~ a year. Perfect Attendance is defined as zero absences, zero tardies, and zero leave earlies.

Types of Absence

Excused Absences

California E.C. 48205 provides that a student shall be excused from school when the absence is due to:

- Illness absence with a doctor's note or authorization by school nurse or other authorized school official
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, mental health services, or chiropractic services; verified by a written note from a doctor
- Attending the funeral of an immediate family member (e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student), 1 day within the state, 3 days outside the state
- Prior principal approval (student's appearance in court, observance of religious holiday, etc.)

Unexcused Absences

Any absences for reasons other than those listed above are not excused, and will result in the student being "classified" as truant after the third occurrence.

Clearing Absences

All students who are absent must submit a note (parent/guardian or medical) to the teacher upon their return from an absence. The note must include the student's name, the date(s) of absence, the reason for the absence, parent signature, and phone number.

Uncleared Absences

- A phone call home requesting clearing of absences
- Uncleared Absence notices will be sent home with student requesting parents/guardians to clear absences within 10 days.

Attendance Intervention

Each day that a student is absent, an automated call will be made to their home. Furthermore, students who have:

- 3 absences will receive a phone call by their teacher
- 4 absences will receive a referral to the (enter name of attendance designees)
- 5 absences will have a letter sent home

Tardy and Leave Early Policy

Students are expected to be in their seat by 8:00 am or they will be marked "Tardy," and expect to remain in class until _____ or they will be marked as a "Leave Early."

Each day that a student arrives late to class, an automated call will be made to their home. Additionally, students who have:

- 4 tardies/leave early will receive a phone call by teacher
- 5 tardies/leave early will receive a referral to and phone call by (enter name of attendance designees)
- 6 tardies/leave early will have a mandatory parent and (enter name of attendance designees) meeting

I, _____, have read the (School Name) Attendance Policy for Academic Year 2016-
Parent Name
2017. I understand that my child will not receive Perfect Attendance awards if he/she is absent, tardy, or leaves early from school. I also understand the above Attendance Policy that must be followed when my child is absent.

Parent Signature

Date

Student Name and Date of Birth

Teacher Name

Teacher Room #

EXCUSED ABSENCES

Examples of *Excused* Absences:

- Illness absence with verification from a parent or guardian.
- Illness absence with a doctor's (medical, dental, etc.) note or authorization by school nurse or other authorized school official
- Exclusion from school supported by written documentation by nurse or other authorized school official.
- Medical appointments verified by a written note from a doctor
- Quarantine of the home verified by the health department
- Funeral-immediate family member (1 day, within the state; 3 days, outside the state)

UNEXCUSED ABSENCES

Examples of *Unexcused* Absences:

- Providing childcare
- head lice, immunizations
- sleeping late, errands or family chores
- family outings or vacations while school is in session
- no transportation
- inclement weather
- personal business

TRUANCY

- Student is absent from school without a valid excuse 3 full days in one school year
- Student is absent for more than 30 minutes from a class without a valid excuse on three occasions in one school year.
- Student is absent any combination of the above mentioned (BC 48260)

If any minor is a habitual truant, or has irregular attendance at school, the child(ren) and parents may be referred to the School Attendance Review Board (SARB), the District Attorney and Department of Social Ser-

LOCAL DISTRICT NORTHWEST

Vivian Ekchian

Superintendent

6621 Balboa Blvd

Lake Balboa, CA 91406

Phone: (818) 654-3600

Fax: (818) 881-6728

Dionne Y. Ash

Pupil Services and Attendance

Administrator

6621 Balboa Blvd

Lake Balboa CA, 91406



Los Angeles Unified
School District

Local District
Northwest

Pupil Services &
Attendance

Attendance Recognition Policy

LDNW MISSION

*"To build academic
excellence at our schools
through coherence,
collaboration, high
expectations and
accountability"*

VISION

Recognizing the diversity of learners whom we serve and the need to graduate students who possess the literacy, critical thinking, and technological skills necessary to be competitive in a 21st century global market, Local District Northwest has created a system-wide PreK-12 instructional plan to enable all students to meet A-G requirements and graduate college and career ready

CORE BELIEFS

1. Students come first.
2. Families and communities are our partners.
3. Diversity is our strength.
4. Success is in the classroom.
5. Quality teaching, leadership, and accountability are the keys to our success.