

# Larchmont Charter School Attendance Policy

Please note, all state funds are based on attendance. The school loses funding if you plan a vacation during school.

At LCS, we view every day as an essential learning opportunity. Therefore, we expect excellent attendance from all of our students. Student attendance becomes a pattern and missing school regularly is not only detrimental to a child's learning, but can create poor learning habits.

- Students who develop patterns of good attendance are much more likely to be successful both academically and socially. A child is considered absent when he/she is not in school.

**\*California Compulsory Full-Time Education Law - *Education Code section 48200* states that each person between the ages of 6 and 18 years is subject to compulsory full-time education. Every student is expected to attend school on a daily basis, unless there is valid justification for the absence.**

Each person subject to compulsory full-time education and each person subject to compulsory continuation education shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Los Angeles City and Los Angeles County have daytime curfew laws that prohibit any person under the age of eighteen and subject to compulsory school attendance from loitering in or upon the public streets, highways, roads, alleys, parks, playgrounds, or other public grounds during school hours on days when school is in session.

## Tardy Procedure

Class begins at 8:20 am each day. In order to be in class on time, students should arrive to campus no later than 8:15. A student is considered tardy if he or she is late to school (after 8:20 am). A student must report to the office if he or she is late for school in order to be admitted to her/his classroom. After school begins, drivers must park and accompany the child to the office.

Tardiness is excused only if a student has a medical, dental, legal appointment or there has been a death in the family or a legitimate family emergency. All excused tardies require appropriate documentation. Traffic congestion will not be considered a valid excuse. Plan for extra time if you are driving.

## Absence Procedures

Excused Absences. Documentation is required for all absences to help us understand why your child is not in school. Absences must be reported to the State as "excused" or "unexcused." Please note that the school does not receive money from the State for absences of any kind.

A student is excused from school when the absence is due to:

- Illness and quarantine
- Medical, dental, optometric or chiropractic services.
- 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 (one day within the state, three days outside the state)
- Jury duty
- Illness or medical treatment of a child of whom the student is the custodial parent.
- **Justifiable Personal Reasons** occur when the student's absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are

not limited to: Mental Health Day Treatment, Appearance in court, Attendance at a funeral service, Observance of a religious holiday or ceremony, Attendance at a religious retreat, Revoked suspension through appeal's procedure, Attendance at an employment conference, "Take Our Daughters and Sons to Work Day®"

*\*[California E.C. 48205]*

- **All absences require appropriate documentation**, i.e. note from home, a note from a doctor or medical facility, court documents, etc. If appropriate documentation is not provided, the absence will be considered unexcused.
- **A parent or caregiver adult must notify the school the same day of absence by telephone, letter, fax, e-mail, or in person.** Please do your best to inform us of an absence by 8:30 am. If the school is not notified and the student does not report to school the next day with a note, the absence will be considered unexcused.
  - To report an absence, please call or email the following contacts below:  
  
Danielle Lovell-Walsh, Office Manager Danielle.lovell-walsh@larchmontcharter.org  
Chris Galvan, Office Manager Chris.galvan@larchmontcharter.org
  - When a child has a fever or symptoms of illness or has a communicable illness, it is best for the child to stay at home to rest and recover. If your child has a communicable disease, the school office should be informed as soon as possible so that we can notify other parents.

A student with an excused absence will be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, will be given full credit. The teacher of any class from which a student is absent will determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Any assessments and assignments will be reasonably equivalent to, but not necessarily identical to, the assessments and assignments that the student missed during the absence.

**Unexcused Absences.** Any absence for reasons other than those listed as EXCUSED ABSENCES are unexcused. The District is required by law to seek an explanation from the parent/guardian (a written note or verbal justification) regarding all absences. The student may be classified as a truant after the third unexcused or uncleared absence for more than any 30-minute period from school in a school year.

**Absences for Religious Purposes.** Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises with prior approval by the school principal [*Education Code Section 46014*]. Additionally, students may be absent to attend a religious retreat [*Education Code Section 48205(a) (7)*], not to exceed four hours per semester. Such absences are considered excused absences, and pupils are responsible for making up missed work.