



2016-2017

Truancy and Tardy Parent/Student Notification

Parent/Guardian must verify absence within three days of student's return to school. Parent/Guardian can call schools Attendance Office to verify an absence. Absences not verified within 3 days of students return to school will automatically be recorded as a truant absence and can no longer be verified.

Truancy: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Progressive Truancy Intervention

- 3rd Truancy: First letter is mailed to Parent/Guardian for all tardies and absence.
5th Truancy: Second truancy letter is mailed to parent/guardian. Saturday school assigned (loss of privileges if Saturday school not served).
10th Truancy: Third truancy letter is mailed to parent/guardian that student is a truant pursuant to California Education code 48260. Student will be referred to SART (Student Attendance Review Team) meeting held with the school administration, parent/guardian and student. An attendance contract will be signed.
18th Truancy: Fourth truancy letter mailed notifying parent/guardian that student is a truant pursuant to California Education Code 48260.
21st Truancy: If a student/parent breaks the SARB contract, a district attorney referral is made.

Progressive Tardy Intervention and Tardy Sweeps

Tardy Policy - Student must be in their seats, workstations or assigned areas (as defined by the teacher), and prepared to do work for class at the beginning of the period. If a student is tardy 30 minutes or more to class, on three separate occasions, the student will receive one full day absence (e.g., 3 tardies of 30 minutes or more = 1 absence). Parents/Guardians are notified via Black Board Connect for all tardies and absences.

- 9th tardy: Tardy letter #1 sent home and Saturday School assigned.
15th tardy: Tardy Letter #2 sent home and Saturday School assigned (loss of privileges if Saturday school not served).
30th tardy: Parent/Administrative conference and student referred to SART/SST.
54th tardy: Saturday School assigned and permanent loss of privileges. Referral to the School Attendance Review Board (SARB).
63rd tardy: If a student/parent breaks the SARB contract, a district attorney referral is made.

I have read and understand GUSD Truancy and Tardy Parent/Student Notification

Parent Signature Date

Student Signature Date

Print Parent Name

Print Student Name