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**2021-2022**

**Truancy and Tardy Parent/Student Notification**

Parent/Guardian must verify absence within three days of student's return to school. Parent/Guardian can call or email your schools' Attendance Office to verify an absence. **Absences not verified within 3 days of student's 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**

**3<sup>rd</sup> Truancy:** First letter is mailed to parent/guardian for all tardies and absence.

**5<sup>th</sup> Truancy:** Second truancy letter is mailed to parent/guardian that student is a truant pursuant To California Education code 48260. Student referred to SART (Student Attendance Review Team) meeting with school administration and formal attendance contract signed.

**10<sup>th</sup> Truancy:** Third truancy letter is mailed to parent/guardian that student is a truant pursuant to California Education Code 48260. Student referred to the SARB Board (Student Attendance Review Board Meeting).

**Progressive Tardy Intervention**

**Tardy Policy**

A student must be in his or her seat, workstation or assigned area and prepared to do work for class at the beginning of the period in order to be considered present. If a student is tardy 30 minutes or more to class, and/or picked up 30 minutes before the end of the school day, on 3 separate occasions, the student will be recorded for a full day absence (e.g., 3 tardies of 30 minutes or more = 1 absence). Parents/guardians are notified via BlackBoard Connect for all tardies and absences.

**9<sup>th</sup> tardy:** First Tardy/truancy letter mailed to parent/guardian.

**15<sup>th</sup> tardy:** Second Tardy/truancy letter is mailed to parent/guardian that student is a truant pursuant To California Education code 48260. Student referred to SART (Student Attendance Review Team) meeting with school administration and formal attendance contract signed.

**30<sup>th</sup> tardy:** Third Tardy/truancy letter is mailed to parent/guardian that student is a truant pursuant to California Education Code 48260. Student referred to the SARB Board (Student Attendance Review Board Meeting).