

Guiding Hands School, Inc.  
Attendance Policy

Absences

Guiding Hands School, Inc. views school attendance as an essential factor in the academic process. For meaningful education to take place, students must be present in class and actively participating in learning activities. It is the objective of this policy to encourage each student to attend school on time and for the maximum number of days possible. Parents/guardians of children who are absent are required to provide a reason by calling the school office at (916) 939-0553 or by sending a note. Administrators and office personnel monitor daily attendance.

Parents, guardians and caregivers are the school's main source of support for getting children to school. It is extremely important that your child be given the proper time to be instructed in the curricular areas to insure their success. Guiding Hands encourages families to plan vacations and trips during non-school days and to schedule medical appointments after school hours.

California's compulsory education law (EC 48200) requires each person between six and eighteen years of age to attend public, full-time day school, and requires their parents or guardians to send them, unless legally exempt. The two principal exemptions are (1) instruction in a private, full-time day school, or (2) instruction by a tutor or other person holding a valid California teaching credential for the grade level being taught (EC 48220, 48222, 48224). The Guiding Hands School, Inc. attendance policy states that in order to be promoted from one grade to the next, students must attend school a minimum of 85% of the days in which school is in session.

Daily absences will be verified as "excused" or "unexcused". The school will classify an absence as "excused" for one of the following reasons only:

1. Illness
2. Health quarantine
3. Medical appointment or services
4. Attending funeral of immediate family member (3 days out of state, otherwise 1 day)
5. Justifiable personal reasons such as:
  - Court appearance
  - Observation of religious holiday or ceremony

- Religious instruction release time

All absences for reasons other than those cited above will be considered as "unexcused." When a student accumulates three consecutive days of unexcused absence, the school shall send a 3-day absence notice to the parent/guardian and to the school district. Whenever a student has ten (10) consecutive absences and there is no evidence that these absences are "excused", a formal letter will be sent to the parent/guardian and to the school district. After 2 formal letters, the school/district will notify the School Attendance Review Board (SARB). The purpose of SARB is to enforce compulsory attendance laws by holding parents/guardians and students accountable by providing intervention services and/or by referring non-compliant parents/guardians to court.

#### Late Arrival

Late arrival is defined as a parent-transported student who arrives on campus after 8:30am. When a child arrives after 8:30am, the parent/guardian must sign-in the child at the front office in building A. The reason for late attendance can be given verbally or in writing.

#### Early Dismissal

Whenever a child departs the campus prior to dismissal time, the parent/guardian must sign-out the child at the front office in building A. The reason for early dismissal can be given verbally or in writing.

Please complete and return the attendance policy acknowledgement below.

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### Guiding Hands School, Inc. Attendance Policy

I have read and I understand the Guiding Hands School, Inc. attendance policy.

Child's Name: \_\_\_\_\_

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Parent/Guardian Signature

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Date