

Student Attendance & Continuing Enrollment

Resource(s):

- [53G-06-201](#) [Compulsory Education Requirements](#)
- [53G-6-801](#) [Parental Rights](#)
- [R277-419](#) [Pupil Accounting](#)
- [R277-607](#) [Truancy Prevention](#)
- [R277-609](#) [Standards for LEA Discipline Plans & Emergency Safety Interventions](#)
- [R277-610](#) [Released-Time Classes and Public Schools](#)

I. Purpose

- A. East Hollywood High School complies with the state's compulsory education requirements for students in grades 9 to 12. The board recognizes that regular school attendance is a major component of a student's academic success, improves social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits, such as responsibility, determination, and punctuality that are critical for developing career readiness skills, and achieving success in college and life.
- B. Compliance with the compulsory education requirements includes following state laws and administrative rules pertaining to excused and unexcused absences, recording attendance, truancy, released-time classes, hospital and homebound services, and exemptions from attendance. The board delegates to school administrators the responsibility for developing appropriate school-wide attendance plans, promoting and monitoring regular student attendance, and addressing truancy issues.
- C. The purpose of this policy is to encourage full attendance by all students; reduce the number of unexcused absences, tardies and early departures; maintain an appropriate attendance recordkeeping system; identify patterns of student attendance behaviors; develop effective intervention strategies; and reduce attendance barriers to improve school attendance.

II. Definitions

- A. **Absence:** The Failure of a school-age child assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of truancy.
- B. **Excused Absence:** An absence from school that is accompanied by a valid excuse which may include an illness – which may be mental or physical, family death, family event, an approved school activity, or an excuse consistent with the student's IEP or Section 504 accommodation plan.
- C. **Parent:** For purposes of these administrative procedures and the corresponding board policy, "parent" means:
 1. a biological or adoptive parent;
 2. a legal guardian or other individual legally authorized to make educational decisions for the child;

3. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
 4. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been terminated or specifically limited by a court order;
 5. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Act; and/or
 6. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child's education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.
 7. "Parent" does not include the state or any political subdivision of government.
- D. **School day:** The portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.
- E. **School-age child:** A minor who is at least six years old but younger than 18 years old; and is not emancipated.
- F. **Unexcused Absence:** Any absence without a legitimate or valid excuse.
- G. **Face-to-face Learning Program:** means a school program that consists of students physically attending school and receiving educational services in the building.
- H. **Nontraditional Program:** means a school program that consists of students receiving instruction through distance learning, online, blended learning or competency based learning.

III. Annual Review

- A. This policy will be reviewed at least annually by the EHHS Board of Directors

IV. Face-to-Face Learning Program Student Attendance

- A. Parents and their student(s) are jointly responsible for ensuring the student's regular attendance at school.
- B. Students may be excused from school attendance for valid and legitimate reasons: illness, which may be either mental or physical; medical appointment; family emergencies; death of family member or close friend; observance of religious holidays; family events; an approved school activity; or an absence permitted by a school-age child's individualized education plan, or accommodation plan.
- C. East Hollywood personnel must provide interpreter, translation, or other necessary services to parents in order to allow them to effectively communicate with the school regarding their students' absence(s). Level of English proficiency or other language barriers should not result in a student's absence being coded as unexcused.
- D. All absences are considered unexcused until the parent communicates with the school regarding the student's absence, and the absence is resolved by the school staff.
- E. Parents are encouraged to submit a written statement at least one school day before the scheduled absence, especially an extended absence. The school shall

record an excused absence for a scheduled family event or a scheduled proactive visit to a health care provider when a parent provides the written statement and the student agrees to make up course work for days missed.

- F. Parents must excuse each day of their student's absence.
- G. Students with excused absences will be allowed the opportunity to make-up work and assignments, however it is their responsibility to obtain make-up work from their teachers. Teachers will maintain reasonable access and availability for students to obtain their make-up assignments. In situations where it is not possible for a teacher to recreate a graded learning experience, teachers will provide an alternative assignment.
- H. A 'no grade' ('NG') can replace a letter grade when a student has a long-term excused absence, but cannot be used as a consequence for unexcused absences. A NG does not convey credit or affect a student's grade point average.
- I. Parents wishing to have their student excused from school for family travel or activities for more than four (4) days but not more than ten (10) consecutive days, must notify the principal or designee to make prior arrangements with him or her for the student's absence.
 - 1. The principal will determine if these extended absences will adversely impact the student's education. While some assignments may be made-up, some class experiences cannot be replicated and a student's progress may suffer. Teachers may offer alternative assignments for classroom activities that cannot be replicated.
 - 2. Regardless of prior arrangements, if a student's excused absence exceeds the recommended ten (10) days, at the principal's discretion the student may be withdrawn from school.
- J. If a parent fails to make prior arrangements with the principal for extended student absences and if the school cannot locate the parent or student to verify the reason for the student's prolonged absence, the student's absence is unexcused. Under these circumstances, if a student's unexcused absence extends beyond ten (10) consecutive school days, the student's enrollment at the school will be withdrawn.
 - 1. East Hollywood must send a written 10 day withdrawal notification to parents.
- K. Students who have been withdrawn by the principal may be re-enrolled when he or she returns to school.
- L. A student who is currently enrolled at East Hollywood High School, is confined to home or hospitalized, and has been absent or expects to be absent for more than ten (10) consecutive school days due to an illness, injury, or disability, may apply for homebound instruction. Parents of students in this situation should submit a home/hospital instruction application to their student's counselor.
 - 1. When a student enrolls in homebound instruction, it is sometimes necessary to adjust the schedule to meet the needs of the student. Elective courses not offered by homebound teachers may be dropped until the student returns to school. Core classes will remain on the student's schedule and the classroom teacher retains the responsibility for assignments.
- M. Upon a written request of a parent, a student may be released for one instructional period so that he or she may attend classes in religious instruction.

Such requests should be provided to the principal each school year that a release is being sought.

- N. A student who is currently enrolled at East Hollywood High School and is qualified may be released for one or more instructional periods to attend trade school, college or university classes. Students who are seeking this alternative must contact the school counselor and principal and meet the requirements for concurrent enrollment.
 - O. A student who is currently enrolled at East Hollywood High School and is qualified may be released for one or more instructional periods for work study. Students who are seeking this alternative must contact the school counselor and principal and meet the requirements for the work study program.
- V. Nontraditional Programs Student Attendance & Continuing Enrollment Measures**
- A. Students may participate in nontraditional programs due to special circumstances that affect the entire school such as school closure for pandemic or natural disaster. Nontraditional programs may also be utilized for students who require alternate settings due to health concerns or unique situations that prevent them from successfully participating in the traditional program.
 - 1. For individual student participation in a nontraditional program, a Parent/Guardian can complete an application form to request a meeting with the school administration and counselor to discuss their student's eligibility to participate.
 - B. **Blended Learning Alternate Day Program** - students participate in both face-to-face instruction in the classroom and distance learning. Students are expected to attend face-to-face instruction on assigned days of the week and complete distance learning activities the remainder of the week.
 - 1. Attendance for face-to-face instruction will follow the same policies as the traditional program student attendance policies. (IV)(A-O)
 - 2. Attendance for distance learning on the blended learning alternate day schedule will be measured daily by completion/submission of the day's learning activity.
 - a) Learning activities must be submitted by 11:59 pm in order for the student to be counted as present for that day.
 - b) Academic grades are separate from attendance. Students who submit learning activities or assignments late will be marked absent, but still may earn academic points/grades.
 - c) Parent/Guardian(s) may excuse absences consistent with subsection (IV)(B-l)
 - 3. If a student's unexcused absence extends beyond ten (10) consecutive school days, the student's enrollment at the school will be withdrawn.
 - a) East Hollywood must send a written 10 day withdrawal notification to parents.
 - 4. Students who have been withdrawn by the principal may be re-enrolled when he or she returns to school.
 - C. **Distance Learning Program** - Students participating in and completing teacher directed learning activities at home.
 - 1. Attendance will be measured weekly (Monday-Friday) through individual student contact with the teacher through the learning management

system messaging system or school email and completion of course activities.

2. Students who fail to make contact with the teacher at least once during the school week (Monday-Friday) and do not complete any course activities will be counted absent from that class for the school week.
 - a) Academic grades are separate from attendance. Students who submit learning activities or assignments late will be marked absent, but still may earn academic points/grades.
3. Students who are marked absent from all of their scheduled classes for ten(10) consecutive school days will have their enrollment at East Hollywood High School withdrawn.
 - a) East Hollywood must send a written 10 day withdrawal notification to parents.
 - b) Students who have been withdrawn may be re-enrolled when the student and parent/guardian contact the school to request re-enrollment.

VI. Student Tardiness

- A. Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he/she is not in the classroom when the tardy bell rings and does not have a valid excuse for being late.
- B. Actions to resolve tardiness may include:
 1. earning participation points (or use similar devices - e.g. tardy quizzes, bell-ringers) to encourage punctuality as long as such points do not amount to more than 10% of a student's grade in the course.
 2. counseling of the student by staff, teachers, advisor, school counselor, social worker, and/or administrators;
 3. Phone, email, or in-person contact with parent/guardian(s)
 4. monitoring the student's school attendance and providing positive reinforcement for improvement;
- C. Students shall lose two(2) citizenship points for each Tardy.
- D. Students who are tardy or missing from class for more than fifteen (15) minutes will be marked Truant and will lose ten(10) Citizenship points.

VII. Attendance Codes and Definitions

- A. Present (.)**
- B. Excused Absence (E)** - Absence excused for a valid reason
- C. Unexcused Absence (X)** - Absence is not excused or a valid reason is not provided
- D. Homebound/Hospitalized (H)** - Used when a student is participating in the class through homebound instruction.
- E. Legal Proceeding (L)** - Requires documentation
- F. Medical (M)** - Includes absences due to any health related appointments, medical treatment, hospitalization, physician excused illness. Requires documentation.
- G. Family Vacation (V)** - Family travel or activity absences approved by principal.
- H. School Sponsored Activity (A)** - Absence from class due to participation in a school sponsored activity.

- I. **Overlap (O)** - Excused absence due to concurrent enrollment class schedule overlap.
 - J. **Tardy (T)**
 - K. **Excused Tardy (W)** - Tardy is excused by a parent/guardian for a valid reason.
 - L. **Truancy (Y)** - A student chooses to be absent from class for more than fifteen(15) minutes. This may include being tardy following a break or lunch, abuse of hall pass, leaving class without a teacher's permission, etc.
 - 1. Students who are Truant lose ten (10) citizenship points for each Truancy.
 - 2. Students who accrue more than three(3) Truancies are subject to disciplinary action.
 - M. **In-School Suspension (I)**
 - N. **Off-Campus Suspension (Z)**
- VIII. Notification of Student Attendance to Parents**
- A. East Hollywood will make every effort to keep parents informed of their student's attendance and academic progress. The school will provide:
 - 1. Online access to Daily Attendance and Academic Progress - Parents can track attendance of their student(s) and academic progress through the school's online Student Information System, ASPIRE.
 - 2. Daily Telephone Notification - Parents will receive daily notification if their student(s) is absent or tardy through the school's auto dialer.
 - 3. Mail Notification - The school notifies parents by maile if their student has accumulated more than three days or nine periods in any of their classes.
- IX. Efforts to Resolve Chronic Absenteeism**
- A. School administrators will work with students and parents to resolve chronic absenteeism. School administrators will work with office staff, counselors, and classroom teachers to ensure a welcoming environment for students with chronic absenteeism and their parents. School wide responses should encourage classroom connectedness and focus on building positive relationships.
 - B. **Eight (8) or more excused absences within the school year are considered excessive and may require documentation**
 - 1. Students will lose citizenship points (4 points per class period absence) for **excused absences that exceed 3 days (9 periods) in one academic term** unless the parent/guardian(s) provides documentation
 - C. Efforts to resolve chronic absenteeism of a student shall include, as reasonably feasible:
 - 1. school-wide responses that encourage classroom connectedness;
 - 2. counseling of the student by staff, teachers, advisor, school counselor, social worker, and/or administrators;
 - 3. making any necessary adjustments to the curriculum and schedule to meet special news of the student;
 - 4. considering alternatives proposed by a parent;
 - 5. monitoring the student's school attendance and providing positive reinforcement for improvement;
 - D. In addition to the efforts described above, East Hollywood may enlist the assistance of community and law enforcement agencies in resolving the student's chronic absenteeism.
- X. Chronic Absenteeism Notification and Tiered Intervention Process**

- A. **Tier I** - The following actions will occur when a student has accrued four (4) days (12 class periods) of unexcused absences during a school year.
 - 1. Attendance officer will send the 1st chronic absenteeism letter to the parent requesting the parent to schedule an **Early Intervention Council** meeting to discuss the importance of attendance and academic progress at school as well as the legal implication of chronic absenteeism.
 - 2. Parents will have 10 school days after receiving the letter to schedule and attend an early intervention meeting.
 - 3. Once the parent and student attends the scheduled meeting and completes the agreed upon terms the student will regain the citizenship points that were lost due to the absences identified in the chronic absenteeism letter.
 - B. **Tier II** - The following actions will occur when a student has accrued seven (7) days (21 class periods) of unexcused absences during a school year.
 - 1. Attendance officer will send the **2nd Chronic Absenteeism Letter** to the parent/guardian(s) requiring the student and parent attend a mandatory chronic absenteeism intervention hearing. Attendance by both parent and student is mandatory at this hearing.
 - 2. Parent/guardian(s) and student will be given the opportunity to state reasons for acquired absences. Meeting could include, but are not limited to attendance contracts, health concerns, whether or not the student meets qualifications to be placed on a section 504 plan or Individual Education Program (IEP).
 - 3. The student will be placed on an Attendance Contingency Plan. Once the terms of the agreed plan are met the student will regain half of the citizenship points that were lost due to the absences identified in the chronic absenteeism letter.
 - C. **Tier III** - The following actions will occur when a student has accrued ten (10) days (30 class periods).
 - 1. Attendance officer will send a **3rd Chronic Absenteeism Letter** to parent/guardian(s) requesting the parent and student attend a mandatory **after-school chronic absenteeism course**. Attendance to this class by both **parent/guardian(s) and student** is mandatory.
 - a) If a parent is unable to attend a chronic absenteeism intervention class they will have an option of having a school administrator, social worker and/or resource officer schedule at least four (4) home visits. Home visits will cover the content of the chronic absenteeism intervention course.
 - b) **If the parent/guardian(s) and student do not attend a chronic absenteeism class, a fine will be assessed.**
 - 2. After successful completion of the chronic absenteeism course and set attendance goals the student will regain half of the citizenship points that were lost due to the absences identified in the chronic absenteeism letter.
- XI. Appeals Process for Truancy and Compulsory Education Notifications**
- A. If parent/guardian(s) feel the school's records are in error or the school's actions are unjustified given extenuating circumstances, parents may appeal truancy. Parents must request a meeting with the principal by contacting the school within ten (10) school days of the issuance of a truancy notice. The principal will

convene an appeals committee meeting with the student's teachers, the student's counselor, and the attendance officer. The committee will act to correct any errors in student attendance records.

- B. Students and parents must justify to the committee why notices should be overturned. It shall then be the determination of the committee (not the parent or student) whether to change the attendance record or modify the consequences for absences. The committee will only rule favorably on appeals in which absences are both valid and documented.
 - 1. Documentation for excusing absences for valid reasons:
 - a) Personal illness - letter from parent, guardian or physician;
 - b) Hospitalization/Medical emergency - letter from physician;
 - c) Participation in legal proceedings - letter from the court;
 - d) Death in the Family - funeral program or letter from parent or guardian;
 - e) Medical/dental appointments - letter from physician
 - f) EHHS sponsored activities - Activity Participation Authorization Form (this authorization form must be turned-in to the attendance office before the absence.
 - g) Family activity/travel - letter from parent or guardian at least two weeks prior.

XII. Students with Qualified Disabilities

- A. If students with disabilities under the Individuals with Disabilities Education Act (IDEA) or students protected under Section 504/ADA of the Rehabilitation Act have excessive absences and fall within the criteria of this rule, the student's IEP team (IDEA) or school team (Section 504) shall ensure that attendance and truancy procedures apply consistent with state and federal law and regulation.