



NEWWESTCharter

A new direction in public education

Tardy/Absence Policy

Policy Rationale and Education Code Statutes - New West Tardy/Absence Policy

According to educational research, student academic achievement is closely tied to student attendance. It is important that students attend school on a daily basis to ensure continuity and building of skills for learning. New West Charter requires all students to complete a minimum of 95% on-time attendance. Please note, 95% on-time attendance is defined as no more than 10 un-excused absences or tardiness within the school year.

Pursuant to Section 48200 of the California Education Code, **it is the responsibility of the parents/guardians to see that their children attend school regularly and on-time.** Section 48200 is the law; it's part of the Home-School Agreement; and it's in our promotion policy. Parents violating 48200 may be subject to prosecution by the District Attorney.

Section 48200 provides: "Each person between the ages of 6 and 18 years ... is subject to compulsory full-time education and each person subject to compulsory full-time 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 and 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. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law."



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What is the on-time attendance policy for all New West students?

All New West students are required to be in school by 7:25 a.m. for high school students, and by 8:25 a.m. for middle school students.

The school bell rings five minutes before school starts, and children should be at school before that time. *Tardiness is disruptive to the learning process.* It has a negative impact on the entire class, not just the child who is tardy. It is the policy of New West Charter to have students arrive to class on time.

The students are expected to be in class each day at 7:25 a.m. (high school) or 8:25 a.m. (middle school). Students who arrive after the 7:30 a.m. (high school) or 8:30 a.m. (middle school) tardy bell are considered late, and must adhere to the consequences listed below. If you bring your child to school after 7:30 a.m. (high school) or 8:30 a.m. (middle school), they must personally sign themselves in at the front office documenting the time of arrival. The child will then be given a tardy pass to admit him/her into the classroom.

What is an excused tardy?

The following are considered excused tardies:

- Medical, dental, optometric or chiropractic appointments (documentation must be provided)
- Funeral Service
- Court

ALL OTHER EXCUSES WILL BE CONSIDERED AN UNEXCUSED TARDY (NO EXCEPTIONS).



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What is an excused absence?

The following are the **only** accepted excuse absences:

- Medical, dental, optometric or chiropractic appointments (provide proof of medical documentation)
- Illness
- Funeral service
- Religious Holidays
- Quarantine under the direction of a county of city health officer
- College Tour (Up to 3 days with supporting documentation)
- Jury duty
- Court
- Illness or medical appointment of a child of whom the pupil is the custodial parent
- Serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code
- Spending time with a member of the pupil's immediate family who is an active member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from, deployment to a combat zone or combat support position
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- Justifiable personal reasons when requested in advance by the parent or guardian and approved by the principal

**ALL OTHER EXCUSES WILL BE CONSIDERED AN UNEXCUSED ABSENCE
(NO EXCEPTIONS).**



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In order for an absence to be excused, the parents or guardian must fill out the “Student Absence Form” (which is located on our website and in the Front Office) before the start of school on the day of return. It is the responsibility of the Parent/Guardian to ensure all documentation is submitted to New West. Parents are not permitted to submit the “Student Absence Form” for any absence or tardy more than two weeks after the student’s return to school.

Please note that teachers will not provide make-up work for students who have unexcused absences. This policy includes all requests for core subject make-up work during extended vacations.

It is important to understand that New West Charter School will not receive funding from the State of California for pupils who are absent from school. This includes ALL absences, including those related to illness, medical, and bereavement.



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Absence and Tardy Policy and Consequence Table

This table is used as a general guideline. New West reserves the right to impose other sanctions or skip steps depending on the circumstances.

#Unexcused Tardies/Absence	ABSENCE AND TARDY POLICY CONSEQUENCES (Non-Compliance Home-School Agreement)
THREE UNEXCUSED TARDIES/ABSENCES	Written Warning
SIX UNEXCUSED ABSENCE/ TARDIES	Student and Parent Referred to Tardy Committee
NINE UNEXCUSED ABSENCES/ TARDIES	Student and Parent appear in front of the NWC Governance Board
TEN or MORE UNEXCUSED ABSENCES/TARDIES	<ol style="list-style-type: none">1. Attendance probation2. Board will determine further consequence3. Saturday School