

Harvey Milk Civil Rights Academy

Attendance Guidelines

Attendance Policies

Regular attendance is required and essential to a student's academic success. Our school receives funds based on students' daily attendance. When your child has an unexcused absence, Harvey Milk loses funding for that day. A student who is absent from school on a regular basis does not gain maximum benefits of the educational programs provided at school. It is the parent/caregiver's responsibility to ensure that his/her child gets to school everyday. Students are expected to meet their class during morning circle no later than 9:25 am. Yard supervision in the lower yard starts at 9:10 am Monday through Friday.

Frequently Asked Questions:

What happens when my child is sick and cannot come to school?

- A parent/guardian **must** call the school office at 415-241-6276 or email our student advisor, Coach Glenn, at castrog1@sfusd.edu on the day of the absence. Please leave a message if no one is available to pick up the phone. It is preferable to have all tardy excuses or absences in writing.
 - Please identify yourself as the parent/guardian of your student
 - Give the reason for the absence.

A student who is absent due to illness and has not informed the school of this absence will be considered as an "unexcused absence."

What is considered an excused absence?

A student who is absent for only the following reasons is considered an "excused absence" following a phone call/email to the school. If you have a special circumstance for an absence, please contact the school office for further discussions, otherwise, all other absences not listed below will be considered an "unexcused absence."

- Personal illness
- Quarantine under the direction of a county/city health officer
- Medical, dental, optometric, or chiropractic services rendered
- Death in the family (attending the funeral services of a member of his/her immediate family); absence cannot be more than 1 day if service is performed in California or more than 3 days if service is performed outside California
- Observation of a holiday or a ceremony of the student's religion
- Personal or family emergencies requiring the student's absence when approved at the discretion of the school administrator

What happens when my child is late to school?

- If a student arrives after 9:30 am, the student is considered tardy.
- Please have your child check into the office to inform the student advisor (Room 105) that your child is tardy before checking into your child's classroom.
- If you are tardy to school due to a doctor's appointment, please bring in your appointment verification form/letter explaining why you are tardy to school.

What happens if my child has many unexcused absences?

If a student has unexcused absences, the school will send letters home, call the student's home, and request meetings with the parent/guardian to develop an action plan and identify any support services the family needs to help the student get to school.

- If there are 3 or more unexcused absence days, a first truancy letter of notification will be sent out automatically by the district's attendance office.
- If there are 6 or more unexcused absence days, a second truancy letter of notification will be sent out automatically by the district's attendance office. A conference will be scheduled between the parent/guardian and the principal/counselor.
- If there are 10 or more unexcused absence days, a third truancy letter of notification will be sent out automatically by the district's attendance office. The parent/guardian may be required to meet with the district's attendance office.

If I know my child will be absent for an extended period, what should I do?

It is extremely important that your child does not miss any learning time. Planning family vacations or trips during the school year is not advised. Your child loses valuable learning time.

Short-term Independent Study as defined by the Board of Education Policy P6102.6 is as follows:

"Independent study may also be undertaken at a student's regular K-12 school site under the supervision of their regularly assigned teacher when a student's particular circumstances require them to participate in independent study for a limited period of time. Short-term independent study will not be provided for a period longer than 2 weeks. The circumstances that may warrant participation in short term independent study include:

- 1. A temporary disability or illness that prevents the student from attending school for a limited period of time. Temporarily disabled students may receive individual instruction as required by Education Code Section 48206.3. However, upon mutual agreement between the pupil's parent, guardian, or caregiver and the District, the pupil may participate in independent study instead of receiving individual instruction pursuant to E.C. 48206.3.*
- 2. A death in the family or other family emergency that requires the student to travel."*

The district policy is that an independent contract may be offered for NO MORE THAN 2 WEEKS, after which it is the school's responsibility to withdraw the student based on lack

of attendance. It is important to note that the Independent Study contract is to be used for extenuating circumstances such as illness or family emergencies, NOT for vacations or travel, which is not the intent of this provision.

If you meet the above terms to qualify for independent study, please do the following:

- Inform your teacher and the school staff. You will need to sign-up for independent study. The staff/teacher will work together to give you a packet of homework items for you to complete during your absence.
- Parent/guardian should submit intention to start independent study at least **2 weeks in advance** of planned absence.
- Independent study cannot exceed more than 10 school days. Absences more than 10 days will be considered as **unexcused** absences.
- Independent study work needs to be completed and turned in when the student returns to school or the student will receive unexcused absences for that period of time.

This is a Board of Education policy and will be strictly enforced by the school.

**Thank you for your support in making your child's
school experience valuable and successful!**