

## YAV PEM SUAB ACADEMY ATTENDANCE POLICY

*(Yav Pem Suab Academy Policy for Regular Attendance and Prompt Arrival to School)*

**Purpose:** to ensure that all students maximize their learning time in school and to promote and develop responsibility in children and parents through time management, an essential factor needed to ensure the successful and positive growth in school.

### A. ATTENDANCE RULES AND EXPECTATIONS:

1. All scholars are required to be at school during instructional time from 8:00 a.m. to 5:00 p.m.
2. A scholar who arrives to school after 8:00 a.m. will be recorded as tardy for that day.
3. An early dismissal will be declared for a scholar who is dismissed before 5:00 p.m.

### B. ATTENDANCE PROCEDURES

1. The School Attendance Review Team (SART) will review the cases of students with excessive absences and or tardy procedures. The Team shall consist of the principal, the nurse, a standing teacher representative, the classroom teacher and a parent representative.
2. The following procedures shall be implemented for the control of student tardies and absences:
  - a. Tardies
    - i. The office shall:
      1. Log in tardies each day, and prepare classroom admission slips for tardy students.
      2. Contact homes of tardy students on the same day of the tardy.
      3. Compile a weekly report for the principal showing tardies for the week.
      4. Prepare a list of students with tardies at the end of each month, together with form letters of concern for students with three or more tardies during the month (see Form SHPD-F041).
    - ii. The principal shall:
      1. Sign monthly tardy concern letters (see Form SHPD-F041).
      2. Schedule school conferences for parents who received attendance letters on two consecutive months.
      3. Schedule a meeting with the School Attendance Review Team (SART) for students who receive letters on three consecutive months.
      4. Refer parents who have received two or more SART meetings or who have failed to attend these meetings to the Urban Charter Schools Collective (UCSC) Board for further action.
      5. Regularly urge parents through the parent newsletter, and other means, of the importance of timely arrival in school.
      6. Prepare a section in the Parent Handbook consistent with this policy
  - b. Absence Verification
    - i. When scholars who have been absent return to school they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify scholar absences:
      1. Conversation, in person or by telephone, between the verifying employee and the scholar's parent/guardian or parent representative. The employee shall subsequently record the following:
        - a. Name of scholar.

- b. Name of parent/guardian or parent representative.
  - c. Name of verifying employee.
  - d. Date or dates of absences; and
  - e. Reason for absence.
2. Written note from parent/guardian.
  3. Visit to the scholar's home by the verifying employee, or any other reasonable method which establishes the fact that the scholar was absent for the reasons stated. A written recording shall be made, including information outlined above.
  4. Physician's verification.
    - a. When excusing scholars for medical/dental services, parents will provide verification of the appointment from the medical/dental provider.

Insofar as class participation is an integral part of scholars' learning experiences, parents/guardians and scholars shall be encouraged to schedule medical appointments during non-school hours.

- ii. Working with the SART Team, the principal shall establish procedures to monitor and control student absences. These procedure shall include but not be limited to:
  1. Telephone Calls of Concern from the School.
  2. Letters of Concern from the School. (see Forms SHPD-F18, SHPD-F19, SHPD-F20)
  3. Referral to the SART Team.
  4. Referral to the USC Board when all other measures to secure regular school attendance have failed.
- iii. Additionally the principal will:
  1. Advise the USC Board of procedures developed by the SART for final approval.
  2. Regularly urge parents through the parent newsletter, and other means, of the importance of regular school attendance.
  3. Work with the SART Team to establish an incentive/award system to reward regular school attendance.
  4. Prepare a section in the Parent Handbook consistent with this policy.

### 3. The Role of the Urban Charter Schools Collective (UCSC) Board

- i. The principal shall refer cases to UCSC Board when all other measures to secure regular school attendance have failed.
- ii. The Board will take appropriate actions which may include:
  1. Determining if scholar is truant as defined in the state law.
  2. Scheduling a meeting to be attended by the parent and the scholar.
  3. Deciding on appropriate action which may include remanding the scholar to his home school or referral the Sacramento County District Attorney's Office.