

Today's Fresh Start Charter School Tardy/Absence Policy

Policy Rationale and Education Code Statutes Today's Fresh Start Charter School

According to educational research student academic achievement is closely tied to student attendance. Habitual and chronic tardy/absence jeopardizes your child's success in his/her entire life. It is important that students attend school on a daily basis to ensure continuity and building of skills for learning. Today's Fresh Start Charter School's goal is to require all students to complete a minimum of 99% on-time daily attendance.

Section 48200 of the Education Code of the State of California, which states, that **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 contract, and it's in our promotion policy. Parents violating 48200 may be subject to prosecution by the District Attorney. Students must be "at school every day, on time."

Section 48200 provides: "Each person between the ages of 6 and 18 years ... is subject to compulsory full-time education. 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."

What are the on-time attendance procedures for all Today's Fresh Start Charter students?

ALL TODAY'S FRESH START CHARTER STUDENTS ARE REQUIRED TO BE IN SCHOOL EVERY DAY ON TIME BY 7:50 A.M.

Children should be at school before 8:00 AM to have breakfast and be in their seats no later than 8 AM. *Tardiness is disruptive to the learning process.* It has a negative impact on the entire class, not just the child who is tardy. Students who are late entering the class room, it is estimated that it distracts other students' attention away from the lesson for the entire period of the lesson, leaving the teacher in the position of having to make every effort to get the class back on task. It is the policy of Today's Fresh Start Charter School to have students arrive to class on time.

The students are expected to be in class each day in their seat at **8:00 a.m.** Students who arrive after 8:05 a.m. are considered late, and must adhere to the consequences listed below. If you **bring your child to school after 8:30 a.m., you, the parent, must personally sign your child 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 and we prefer that you make appointments outside of the school day hours so that instructional minutes are not interrupted:

- Medical, dental, optometric or chiropractic appointments (documentation must be provided)
- Funeral Service
- Interview (prospective schools-8th grade only)

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

What is an excused absence?

The following are the **only** accepted excused absences: we prefer that you make appointments outside of the school day hours so that instructional minutes are not interrupted:

- Medical, dental, optometric or chiropractic appointments (provide proof of medical documentation)
- Illness (with parent note)
- Funeral service
- Religious Holidays

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

When writing a note to excuse your child, please indicate the child's full name, grade, your relationship to the child, the date of the absence and the reason for the absence. The student must bring a note signed by a parent or guardian 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 Today's Fresh Start Charter. Parents are not permitted to write notes for any absence or tardy more than one week after the event.

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. Students must return and submit their homework packets when returning to school after Spring and Winter breaks.

It is important to understand that Today's Fresh Start 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. And it is not possible to teach a child the required subject matter when the child is absent and your child cannot fulfill the required instructional minutes.

What is the procedure for students who continue to violate the Today's Fresh Start Charter Absence/Tardy Policy?

STEP 1: FORMAL WRITTEN NOTICE

Three (3) **unexcused** tardies will result in a **Formal Written Notice** sent home to Parents/Guardians alerting them to their child's absence or tardiness. The Formal Written Notice includes a re-issue of the signed commitment by Parent/Guardian to the Today's Fresh Start Charter Home-School contract.

STEP 2: FORMAL MEETING NOTICE – ABSENCE COMMITTEE CONFERENCE **(Mandatory Parent and Student required to attend)**

SIX (6) **unexcused** tardies will result in a formal meeting notice being sent home to the Parent/Guardian inviting them to a mandatory **Absence /Tardy Committee Conference**.

Parents and the Student will be required to attend the Today's Fresh Start Charter Absence Committee Conference, during which time the Committee will consider whether it is in the best interest for the pupil to remain enrolled in the charter school and create an attendance contract with the Parent and the Student. This Conference shall be held as soon as possible, and the Parent/Guardian will receive written notice of the Absence Committee Conference. The Parent/Guardian may request one postponement, not to exceed three (3) and within three school days, of the Conference for good cause. Failure to attend the meeting and no notification prior to the scheduled meeting may result in referring to the "consequences" schedule below, page 5.

At the Absence Committee Conference, the Parent/Guardian and student shall be informed of the reason for the Conference and the evidence of the student's violations of this policy. If the Parent and/or representative do not attend the Conference, the Absence Committee will review the relevant information and make a determination in the student's absence.

The Parent and/or his/her representative shall be given the opportunity to present information and/or witnesses to the Committee either orally or in writing or both during the Conference. The Superintendent, Principal or designee shall take any information presented by the parent/guardian and student into consideration when determining whether to recommend that the pupil be placed on an attendance contract and subject to dismissal upon further violation of this policy.

Additional factors to be considered include but are not limited to the following:

- a. pupil's grades at the time of the attendance evaluation (if available)
- b. teacher observation/feedback
- c. standardized testing data
- d. pupil's progress in the curriculum (weekly assessment data)
- e. Disruption to other students when student arrives late

The Committee's decision shall be provided in writing to the Parent/Guardian within two (2) days of the evaluation.

The Committee may:

- a. Place the student on probation and require an attendance contract be signed by both the Parent and the Student acknowledging that any further unexcused absences or tardies shall be cause for a hearing in front of the Formal Attendance Committee which may result in dismissal from Today's Fresh Start Charter,
- b. place the student on attendance probation to be evaluated again at a later time if the pupil continues to fail to engage in daily activities,
- c. use other alternatives to improve attendance, and/or
- d. Refer parent and pupil to the district attorney.

STEP 3 – TODAY'S FRESH START CHARTER ATTENDANCE COMMITTEE HEARING (Mandatory Parent Attendance)

Today's Fresh Start Charter Attendance Committee Hearing:

The Parent and Student shall be required to attend a mandatory hearing with the Today's Fresh Start Charter Attendance Committee if the student violates the probation as set forth by the Attendance Committee or if the Students's unexcused absences or tardies exceed the limits in this Policy.

The Today's Fresh Start Charter Attendance Committee Hearing:

shall schedule the hearing to be heard within thirty (30) school days. The Committee shall send out written notice of the date, time and location of the meeting to the parent/guardian. The Committee shall hear the matter in closed session, unless the Parent requests in writing to have the matter heard in open session.

The hearing shall proceed as follows:

1. The Committee shall review the attendance records and any documents submitted by the Parent. The Committee shall also review all records considered by the Absence Committee.
2. The Pupil/Parent or his/her representative may address the Committee regarding the matter.

3. The Director of the Absence Committee may address the Committee regarding the Pupil's attendance.

The final decision with regard to continued enrollment at the Charter School shall be made within ten (10) school days following the conclusion of the appeal. The Parent shall be informed in writing of the Attendance Committee's Formal Hearing decision. **The decision of the Today's Fresh Start Charter Formal Attendance Committee is final.**

Referral to County District Attorney

If a child's attendance does not improve after a meeting, or if the parents fail to attend a required meeting, the parents and the child may be referred by Today's Fresh Start Charter to the District Attorney's office for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

ABSENCE AND TARDY POLICY AND CONSEQUENCE TABLE

This table is used as a general guideline. Today's Fresh Start Charter 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 Contract)
THREE (3) UNEXCUSED TARDIES/ABSENCE	STUDENT IS A "TRUANT." FORMAL WRITTEN WARNING to Parent/Guardians including re-issue of Home-School Contract
SIX (6) UNEXCUSED ABSENCE/TARDIES	ABSENCE/TARDY COMMITTEE CONFERENCE
NINE (9) or MORE UNEXCUSED ABSENCE/TARDIES	TODAY'S FRESH START CHARTER FORMAL HEARING WITH ABSENCE / TARDY COMMITTEE. LIKELY REFERRAL TO DISTRICT ATTORNEY'S OFFICE AND/OR DEPARTMENT OF PUBLIC SOCIAL SERVICES.

Today's Fresh Start Charter School
Tardy/Absence Agreement

Student Section

Student's Name: _____

Please Print

Today's Fresh Start Charter School is committed to educate students and families about its policies and to teach the skills necessary for each student's future success in education and beyond.

My signature below certifies that I have read the Today's Fresh Start Charter School tardy/absence policy, and I agree to follow the rules and procedures, which it describes.

_____ Date: _____
Student's Signature

Parent/Guardian Section

My signature below certifies that I have read the Today's Fresh Start Charter School tardy/absence policy and that I will ensure that my child follow the rules and procedures which it describes.

_____ Date: _____
Parent/Guardian Signature

_____ Date: _____
Parent/Guardian Signature

***Please sign and return back to Today's Fresh Start Charter School.**