



Educational Board Approved Policies

A4: Student Attendance Policies

A. Rationale:

The students at Albert Einstein Academies are our most precious resource. In order for each individual to reach their potential, education should be a top priority. This focus begins at home and parents need to understand why it is important for their child to be at school, on time, and present throughout the entire scheduled day. Because patterns begin early in life, beginning and staying on the positive path with school attendance is a key to success. The academic rigor at the Academies is such that student attendance is critical to the success of our students.

In addition, the Academies' fiscal viability depends upon the monies received through ADA (Average Daily Attendance). Independent Contracts will be authorized only in cases of family emergencies and compelling family need as determined by the Principal (time off to visit parent with imminent military deployment, etc.) All Independent Contracts must be approved by the Principal. Once contracted school-work has been completed and returned to the office and the Independent Contract form signed by the teacher(s) and administration, the official attendance record will reflect the contracted credit given.

It should be noted that a positive incentive plan is in place for encouraging good attendance. All students have the opportunity to participate in these incentives each semester, and end-of-the-year awards will be given to those students with perfect attendance.

B. School Attendance Laws and Parent/Student Responsibilities:



1. All persons between 6 and 18 years of age are required by California law to attend school. Parents have a legal responsibility to ensure their child's attendance. (Education Code Section 48200)
2. A pupil is considered truant if he/she is absent without a valid excuse 3 full days in one school year or tardy or absent for more than any 30 minutes period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof. (Education Code Section 48260)
3. A student's refusal to attend school regularly can result in referral to the School Attendance Review Board (SARB), Juvenile Probation, and the Juvenile Court System. (Education Code Section 48263)
4. Parents who fail to compel their child's attendance may face criminal prosecution and penalties. (Education Code Section 48291)

C. School Attendance Accounting:

All students will be allowed five (5) absences over the course of the year that are not covered by a valid, complete, and approved Independent Contract. The attendance clerks will verify absences and will ascertain the nature of the absences for purposes of attendance tracking in Zangle. Families will receive notification of excessive absences prior to referral to SARB.

D. Absences:

Parents are asked to call in their child's absences each day that they are not in school. After the 3rd absences a warning letter will be sent to the parents, alerting them to the



amount of allowable absences. After the 5th absences, the student will be referred to the SARB.

E. Tardies:

Students who arrive after the start of school are considered tardy and must receive a tardy slip from the attendance clerks in the main office. A total of ten (10) tardies are allowed for the entire school year. A warning letter will be sent to parents after eight (8) tardies. Students will be referred to the SARB Board after reaching their 10th tardy.

F. School Attendance Review Board (SARB) Procedures:

The SARB addresses chronic attendance and truancy problems. SARB offers students and parents a last chance to improve attendance before a referral is made to juvenile court. A student will be referred to the SARB panel by the attendance clerk, when they are determined to have chronic attendance issues. A student could also be referred to SARB by the classroom teacher. At a SARB hearing, students and their families meet with a panel that consists of an administrator, teacher, attendance clerk, and representative of the Board of Trustees. The panel examines the situation and develops an individual plan with the student and family to end absences. It is parental responsibility to attend all SARB hearings and to work with the school to address attendance issues in a timely fashion. This plan is a legally-binding contract and if improvement is not made, the student may be dis-enrolled from the Academies. In serious cases, a referral to the juvenile court system could be warranted.



G. SUMMARY CHART:

	Maximum Allowed	Intervention	Action
Absences	5	Letter sent to parents at absence #3 SARB meeting after absence #5	Referral to SARB Consequences may include recommendation for disenrollment
Tardies	10	Letter sent to parent at tardy #5 SARB referral at tardy #8	Referral to SARB for in-school consequences

BOARD APPROVED POLICY

Approved and Adopted: September 2010

Revised: