

Keiller Leadership Academy

Student Attendance Policy

POLICY STATEMENT

This attendance policy is designed to elicit maximum attendance and promote positive student behaviors from Keiller Leadership Academy (“KLA”) students. Absences are disruptive to students’ ability to learn and create problems with the implementation of KLA’s school culture. Accordingly, all absences, whether excused or unexcused, have the logical consequence that the student will have to make up for all missed class work. Excessive unexcused absences will result in referrals to counseling services, parent conferences, and possible disenrollment from the charter school. Please note, attendance contracts are available for students who will know they will be absent. Please contact the attendance office before the absence begins to obtain the contract.

1. TYPES OF ABSENCES DEFINED

1.1 Excused Absences: Excused absences occur when a parent knows the child is not at school and the reason(s) is/are excused by the school. The following absences are considered excused:

a. *Medical Excuses:* When a written, signed communication from a physician indicates that the child must stay home from school. Parent/guardian, or educational rights holder must provide a doctor’s note within three (3) school days of the first day of absence. Only the office manager /attendance clerk/ health tech. is authorized to accept a doctor’s note.

b. *Illness:* When the child has an infection as indicated by a fever greater than 99.5° F or other illness that may be deemed contagious to the other students. A parent/guardian, or educational rights holder may verify an illness for up to three consecutive days and up to 7 total times in a year. A doctor’s note is required for all illness-related absences lasting more than three consecutive school days or occurring more than 7 total days in a year. If a doctor’s note is not provided for each missed day after the third consecutive day or 7th occurrence in the year, the absence will be considered an unexcused absence.

c. *Bereavement:* When an immediate family member of a student has died, excused up to five (5) days per school year. Each day over five (5) school days shall constitute an unexcused absence unless otherwise determined by the Executive Director. For

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this purpose, “immediate family” means parents, siblings, and grandparents, including step relations (e.g., stepfather, stepsister, etc.) Parent/guardian, or educational rights holder is expected to provide some reasonable form of documentation supporting the absence. Bereavement for other close family relations may be considered on a case by case basis by the Executive Director and determined in his or her sole discretion.

d. *Military Family Leave*: Absences for the purpose of spending time with a member of the pupil’s immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

e. *Exceptional Circumstance*: When a school director determines, in his or her sole discretion, that an exceptional circumstance exists which justifies excusing an absence. Where possible, the parent/guardian, or educational rights holder should seek permission for the absence before the student misses school and provide a reasonable form of documentation supporting the exceptional circumstance. For example, court appearances, religious holidays and events, etc. may constitute an exceptional circumstance.

f. *Educational Contract*: Parent/guardian, or educational rights holder can obtain an educational contract **prior** to taking a student out of school for several days (trip, religious celebration, etc.) to avoid having unexcused absences. Please see the attendance clerk for more information.

1.2 Unverified Absences: If the school does not hear back from the parent/guardian, or educational rights holder within the 5 days of an absence it will be considered Unexcused and count toward the student’s chronic truancy.

1.3 Unexcused Absences: Unexcused absences or trancies occur when a parent/guardian, or educational rights holder knows that the child is not at school, but the reason(s) is/are not those excused by the school. Unexcused absences also include a student being absent for any reason other than what is explicitly listed above. Examples of unexcused absences include missing class or other mandatory school activities due to

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family trip or vacation, or otherwise “ditching” class. Unexcused absences count toward the student’s chronic truancy.

1.4 Tardies and Early Pickups: Students who arrive at school tardy will receive a phone call home and a possible referral to counseling. Unexcused tardies in excess of 30 minutes are considered truant. Three excessive tardies will result in a mandatory SART meeting with parent/guardian to discuss and resolve tardy issues. Tardies are recorded permanently on the student’s attendance record and count toward chronic truancy.

Five (5) or more early pick-ups without an excuse will be noted as an unexcused leave from school and will result in a mandatory SART meeting with parent/guardian.

2.0 MAKE UP WORK INDEPENDENT STUDY CONTRACTS AND ATTENDANCE RECOVERY

Regardless of the type of absence, the student will be required to make up any work that he or she missed.

Any unexcused absence or called in illness is eligible for positive attendance through an Independent Study Contract. Contract work is available to excuse up to 15 days of absences. Work must be completed and turned into an independent study teacher to change an absence into positive attendance.

Students who have accrued absences will make up their attendance through Attendance Recovery. Attendance recovery is available through Cougar Academy at various times throughout the year.

3.0 CHRONIC ABSENTEEISM

Chronic absenteeism is defined as missing 10 percent or more of the school year, regardless of whether absences are excused or unexcused. For a 180 day school year that would equal 18 school days. Once your student has met the 10% threshold, KLA will send home the chronic absenteeism letter and will take preventative action including

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referral to counseling services at school and contact the family to determine the reasons and causes for the unexcused absences or other attendance problems.

4.0 CONSEQUENCES FOR EXCESSIVE UNEXCUSED ABSENCES

4.1 Upon three (3) unexcused absences, KLA will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance problems. KLA will try to help the family resolve the problems. The First Notification of Truancy Letter will be mailed home.

4.2 Upon six (6) unexcused absences, KLA will contact the family to schedule a SART meeting with the parent/guardian, or educational rights holder to discuss the unexcused absences and notify the parent/guardian, or educational rights holder that if (10) unexcused absences occur, the school will regard the tenth (10th) unexcused absence as an act that violates KLA's attendance policy which may result in the disenrollment of their child/children. The Second Notification of Truancy Letter will be mailed home.

4.3 Upon nine (9) unexcused absences, a second SART meeting will be scheduled with the parent/guardian, or educational rights holder and they will be notified that one more unexcused absence will be considered as an act that violates KLA's attendance policy which may result in the disenrollment of their child/children. The Third Notification of Truancy Letter will be mailed home.

4.4 Upon ten (10) unexcused absences, the KLA Executive Director or administration shall consider and may determine that the parent/guardian, or educational rights holder and student have acted to violate KLA's attendance policy which could/may result in the disenrollment of their child/children from KLA. The parent/guardian, or educational rights holder have the right to appeal the disenrollment from KLA and request a formal disenrollment hearing. Upon acceptance of voluntary disenrollment of any student as a result of this policy, KLA will attempt to provide notice to the student's parent/guardian, or educational rights holder by telephone and first-class mail that the student has been disenrolled pursuant to this policy, and that KLA will await a request for transfer of the student's records to another school. KLA will notify the school district of the disenrollment and student's last known residence that the child no longer attends KLA. KLA may then enroll another student, to the extent the disenrollment creates an enrollment opportunity at KLA.

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DISENROLLMENT PROCESS TIMELINES

| <u>Timeline</u> | <u>Process</u> | <u>Person Responsible</u> |
|------------------------------------|--|--|
| 3rd unexcused absence | Phone call home Attendance intervention Letter mailed home | Attendance Clerk/ Counselor/ Academic Director |
| 6 th unexcused absence | Attendance Intervention SART Meeting Letter mailed home a | Attendance Clerk/ Counselor/ Academic Director |
| 9 th unexcused absence. | Attendance Intervention SART Meeting Letter mailed home at | Attendance Clerk/ Counselor/ Academic Director |
| 10 th unexcused absence | Disenrollment Letter mailed home | Attendance Clerk/ Counselor/ Academic Director |
| Dependent on 504 Documentation | Deadline to have a manifestation determination regarding the 504 | Academic Counselor |
| Dependent on IEP Documentation | Deadline to have manifestation hearing for student on IEP (Individual Educational Plan) | Special Education Case Manager |
| Within five (5) school days | Parent/guardian can appeal or accept disenrollment letter | Executive Director |

Policy adopted: 8/12/25
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If parent/guardian **accepts** the disenrollment letter.

Student will be dropped. Site faxes disenrollment packet to SDUSD and the Charter Office.

Attendance Clerk

DISENROLLMENT PROCESS TIMELINES

****If parent appeals disenrollment letter****

| <u>Timeline</u> | <u>Process</u> | <u>Person Responsible</u> |
|---|--|--|
| 1 Week before the disenrollment hearing | Disenrollment Hearing Coordinator is emailed the date of disenrollment hearing so that a panel can be arranged | Justice Room Teacher Executive Director Attendance Clerk |
| 3 Days before the disenrollment hearing | Parent/guardian is given written & phone call notification of date, time, and location of disenrollment hearing. | Executive Director |
| Disenrollment hearing | Disenrollment hearing conducted | Disenrollment Hearing Coordinator |
| After disenrollment hearing | If disenrolled, parent/guardian will be informed that they may attend their neighborhood school. | Disenrollment Hearing Coordinator |
| | Student will be dropped. | Attendance Clerk |
| 5 Days after disenrollment hearing | Parent/guardian is notified of panel's decision in writing. | Attendance Clerk |
| Within 30 days of disenrollment hearing | Executive Director notifies KLA Board of Directors of the disenrollment. | KLA School Board Executive Director |

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| Code | Description | Notes |
|------|---|---|
| | Present | |
| A | Unverified Absence | Will be changed to excused or unexcused |
| U | Unexcused Absence | Assigned by Attendance Clerk |
| Ill | Excused Absence by Parent Call | Illness called in by parent (7 max) |
| MED | Doctor, Dentist, Immunization, Injury, Medical etc. (Confirmed Excused) | Medical excused absence |
| TP | Late Present | Late to school less than 30 minutes |
| W | Unexcused Tardy (+30 min) | Late to school more than 30 no excuse Counts towards truancy |
| LE | Leave Early | Leave early |
| D | Detained | Held in office, nurse, counselor, etc. |

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| F | Field Trip | |
| G | On Independent Study Contract, no credit | Used before contract is returned/credit not yet earned |
| C | Independent Study Contract, credit earned | Used after contract is returned if complete/credit earned |
| ISS | In School Suspension | |
| S | Out of School Suspension | |
| R | Religious Holiday | |
| J | Juvenile Hall | |
| AE | Absent Excused | Absence excused by a school director |
| M | Bereavement | |
| T | Teacher Tardy | Code used by teachers to mark a student tardy to class. Students are present. Tardy is counted in citizenship grade. |
| CUT | Cut Class (parent verified) | Unexcused absence from a class period, but present in the school. |

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