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

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 truancies 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

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. All Unexcused tardies or Unexcused Leave Early pickups (TU, LEU) will be considered for eligibility criteria in grades 6-8. Having more than 8 Tardy Present (8:00-8:15), Unexcused tardies or Leave Early Unexcused pickups will result in loss of 6 week eligibility in reward activities. Unexcused Tardies in excess of 30 minutes are considered truant. Excessive Unexcused 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.

Two or less tardies or leave Early codes for two weeks after becoming ineligible will result in regaining privileges.

Tardies to class will also result in loss of eligibility for secondary students. Any student having 10 or more tardies to class in a 6 week period will be ineligible. A student having 2 or less tardies to class for two weeks will be considered eligible again.

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 can make up their attendance through Attendance Recovery. Attendance recovery is available through Cougar Academy at various times throughout the year.

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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 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. The Second Notification of Truancy Letter will be mailed home.

4.3 Upon seven (7) unexcused absences, a secondary student will be considered ineligible until the number of unexcused absences is decreased through attendance recovery.

4.4 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.

4.5 Upon twelve (12) 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 student being referred to the board of directors for a

SARB (Student Attendance Review Board) meeting. The parent/guardian, or educational rights holder has the right to attend this meeting.

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
TE	Late To School Unexcused	Late to school less than 30 minutes
TU	Late To School Unexcused	
W	Unexcused Tardy (+30 min)	Late to school more than 30 no excuse Counts towards truancy
LE	Leave Early	Leave early
LU	Leave Early Unexcused	Unexcused 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.
Z	Cut Class	Unexcused absence from a class period, but present in the school.

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