

- . ATTENDANCE POLICY Classroom attendance is essential to the learning process and is required by the CALIFORNIA EDUCATION CODE and Alliance Public Charter Schools. Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school. California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is ACRPS policy that students attend class regularly; that work missed because of school related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible.

Alliance schools strive to achieve at least a 95% attendance rate each month and for the year. The following guidelines have been adopted and will be enforced at Ouchi-O'Donovan 6-12 Complex.

SCHOOL HOURS / SCHEDULE

The 6-8 Learning Community will be open from 7:30am – 4:00pm throughout the school year. If you would like to speak with any staff member, including teachers, or an administrative designee, please call to make an appointment. You can reach us at (323) 294-3172.

The school day begins at 7:45am daily and ends at 3:30pm on Monday, Tuesday, Thursday, and Friday. On Wednesdays, school is out at 1:30pm. Classes are two-hour blocks and follow an even/odd schedule: Even periods on Monday and Thursday, and odd periods on Tuesday and Friday. Students go to all classes on Wednesday and are dismissed early so that teachers may attend professional development activities.

PARENT NOTIFICATION OF STUDENT ABSENCE

A staff member will call home within the first forty-five minutes of the start of the instructional day if a student is not present. Parents should call the school to explain the reason for the student absence, if possible, before 7:45 a.m.

PROCEDURE FOR CLEARING ABSENCES

The 6-8 Learning Community attendance policy allows students a maximum of two (2) days to excuse an absence. When a student returns

to school after being absent, he/she must provide the Main Office with a dated note with contact information from a parent/guardian explaining the reason for the absence and the duration. After office staff has verified the letter, the student will receive an "Admit Slip" to return to class. Admit slips will only be issued with an ink/type written note that includes:

1. Student's name 2. The reason for absence 3. The date(s) the student was absent 4. Valid telephone number 5. A parent/guardian signature

The student must keep the admit Slip in a safe place and present it to each teacher at the beginning of each period until ALL periods have "cleared" the absence(s). Students will not be admitted to class without an Admit Slip.

Every absence due to illness requires a doctor's note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

EXCUSED ABSENCES

Absences are those that are recognized by the state as legal excused absences:

- € If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others;
- € Health (with documentation provided by medical professional)
- € Serious illness or death in the student's immediate family necessitates absence; Funerals (for immediate family, with program and/or obituary provided, & max three (3) days if not local)
- € Special/recognized religious holiday observed by student's faith;
- € A required appearance in a court of law.
- € Any other state / federal legal obligations

SCHOOL-RELATED ABSENCES

- €Field Trips
- €Academic Events
- €School Office Appointments
- €Suspension UNEXCUSED ABSENCES Absences not defined above as “excused” are unexcused absences, also included are:
 - €Unverified absence
 - €Truancy
 - €Tardy
- €Absence due to taking an early vacation or extending a vacation. Ten (10) absences will result in the student losing his/her enrollment. PROTOCOL FOR EXCESSIVE ABSENCES Poor attendance to school is considered a characteristic of a student who is not college-ready. When absences become excessive the following measures will be implemented on a semester basis:
 - €2 unexcused absences = Parent Conference
 - €3 unexcused absences = Parent Conference & Probationary Status Contract Placement
 - €5 unexcused absences = Voluntary WITHDRAWAL from the 6-8 Learning Community LONG-TERM ABSENCES Learning works best when each student attends every day. Although occasional absences are unavoidable, long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student’s long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the Main Office in advance with an estimate of how long the student will be absent. Periodic updates would be appreciated. Faculty and staff will work on a case-by-case basis with parents/guardians to help keep an extended- absent student from

falling behind. A student must obtain a long-term absence study contract from their teachers if leaving the school for an extended period. A student returning from an extended absence may require supplemental tutoring and/or remediation beyond the school to attain proficiency. MAKE-UP ASSIGNMENTS Teachers will set their own class policies for submitting assignments when absent. Please note teachers may have a no late work policy. Additionally, missing due dates will result in NPs. Students must make-up all assignments, and may be allowed to make-up tests, and quizzes upon returning to school. Students should always try to get his/her assignment(s) from their classmates or teachers while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student's responsibility to check in with the teacher about missed work and due dates. A student who will be absent for three consecutive school days may get his/her assignments by contacting the Office or emailing the office manager in advance. When requesting assignments, please keep the following in mind:

1. Upon a request for missed work, teachers will submit the assignment to the student office within 24 hours of the request.
2. Please do not request assignments for students who have been or will be absent fewer than three consecutive school days.

TARDINESS POLICY

The instructional day begins at 7:40 a.m. with the ringing of the warning bell. Students are expected to be in seats ready to engage in the instructional program by 7:45 a.m. Tardiness to school is considered a characteristic of a student who is not college-ready.

To provide our students with the best possible education, each Alliance campus has adopted a Tolerate No Tardies (TNT) Policy. In the Parent/Student/Staff School Compact which states "students can and will achieve when there is a collaborative effort between staff, administrators, parents and students..." students and parents are expected to plan their time effectively in order for students to arrive to class on time at 7:45 a.m. It is our belief that each child should be entitled to maximum instructional time each day, each period; therefore a tardy policy will be implemented which supports and reinforces our school's mission. Unexcused tardies to school are cumulative for the duration of one semester with the following consequences in place for tardiness:

MORNING TARDIES

1-3 days tardy = Detention 4-5 days tardy = Parent Phone Conference 6 or more days tardy = Parent Conference & Alternate Academic Plan

BETWEEN CLASS TARDIES

1 = Warning 3 = Break and/or Lunch Detention with the Teacher 4 = Afterschool Detention (30 Minutes) 5 = Parent Conference & Daily Behavior Plan

Under the Tolerate No Tardies Policy a student who arrives at school after the 7:45 a.m. bell is considered tardy. All tardy students should report directly to the office with their parent. A tardy may be excused if a parent calls before arrival or accompanies his/her child into the school building to sign him/her in with a valid excuse as determined by administration.