



Attendance Policy

Allegiance STEAM Academy- Thrive schools (ASA) recognize regular school attendance is essential for academic success. ASA Thrive is required to maintain and report daily attendance for all students. These reports, or the school's Average Daily Attendance (ADA) form the basis for the majority of our public funding. As used in Education Code Section 47612, "attendance" means the attendance of charter school students while engaged in educational activities required of them by their charter schools, on days when school is taught.

ASA Thrive has set a goal for 98% average daily attendance. ASA Thrive staff asks that you please make every effort to have your student on time and in school each day. Please schedule vacations and doctor visits on minimum days, school breaks, and after school as much as possible. We understand things may happen that are out of your control, for example an unexpected illness or family emergency, etc. Please notify the office staff as soon as possible in such cases.

Absences

If your student is going to be absent for any reason from school, please notify the office by 9:00 AM through email or by calling the front office. Office staff would prefer an email regarding the absence, to help with call volume in the morning. You may choose to include your child's teachers in your email, but it is not necessary.

The Principal or designee is responsible for determining whether an absence is excused or unexcused. Excused absences will be granted in accordance with Education Code Sections 46010 and 48205, including for the following reasons:

- Illness, including an absence for the benefit of the student's mental or behavioral health
- Medical, dental, optometrical, or chiropractic appointments
- Funeral services or grieving the death of an immediate family member, or a person of close association with the student to be considered immediate family, of up to five (5) days per incident
- Religious holidays
- Quarantine by county or city health officials, and
- Necessary court appearances

Unexcused absences may include, but are not limited to:

- Vacations or trips
- Unverified absences



If you do not report your child's absence on the day(s) he/she is absent, the school will attempt to contact the Parent/Guardian, once a day for three days. After the third day, if we have not heard from you, the absence will be marked as "unexcused."

Tardies

Please plan to give yourself plenty of time to drop off before gates close promptly at 7:58 a.m. Classes start promptly at 8:00 a.m. Students who arrive after school starts MUST check in at the front office. A parent or an adult must sign them in, and students will need to take a tardy slip to their classroom.

Truancy

Pursuant to Education Code Section 48260, a student subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the Principal or designee.

Early Release

Please do not call the office if you will be signing your student out early. We will not call your student out of class until you arrive at the office and sign your student out. Please give yourself plenty of time in order for the office to locate your student and give your student time to gather their belongings. Any adult picking up a child who is not the child's parent or guardian must be listed on the child's Emergency Card. We will require ID to be presented to Office Staff prior to your child being released.

Independent Study

If your student is going to be absent for one or more days, for any reason, please let the office know as soon as possible and we can place your student on Independent Study (IS). IS agreements are agreed upon by the student, parent, and teacher. The teacher will create a detailed list of the assignments the student will complete in a timely manner and submit to the teacher for school attendance. A student may use an IS agreement for a duration of up to 20 days per academic school year. The Principal or designee has the discretion to consider a longer duration based on the student's fulfillment of IS agreements and other circumstances. See adopted Independent Study Board Policies for additional information.



PROCEDURES TO INVOLUNTARILY DISENROLL ABSENT STUDENTS

The purpose of the following procedures is for the ASA schools to have efficient means to utilize their waitlist when parents/guardians have exhibited a lack of desire for their students to attend school. Without these procedures, students who demonstrate a lack of desire to attend an ASA school will otherwise be reserving a slot in the classroom, potentially delaying other students on the waitlist from enrolling and attending the school. This may lead waitlisted students to enroll in another school, which may be less desirable for the waitlisted student and may lead to lower enrollment for ASA Schools. As a result, the following procedures are established for the ASA schools to disenroll students, pursuant to the involuntary disenrollment procedures described herein and in accordance with Education Code Section 47605(c)(5)(J)(iii).

Incoming Student Absences During First Three School Days

Incoming students must attend class within the first three (3) school days after accepting an offer from the school. If an incoming student does not attend class during the first three school days after accepting an offer, and the school has made efforts to contact the parents/guardians at least twice but received no response back from the parents/guardians by dismissal time on the third school day, the school may disenroll the student and provide the student's reserved seat to the next student on the waitlist.

If the parents/guardians communicate to the school at any point within the first three (3) school days that they do not intend to enroll the student, then the school may also disenroll the student. If the parents/guardians communicate to the school that the student will be attending the school, but that the student has been absent for a legitimate reason (e.g., medical condition, family or personal emergency, etc.), then the Principal or designee may, in their sole discretion, grant the student an exception. If the student does not return by the extended date, then the Principal or designee may, in their sole discretion, decide to disenroll the student. The factors that the Principal or designee shall consider are:

- Whether any documentation is or is not presented explaining the no shows;
- Whether the no shows were or were not the fault of the parents/guardians or student;
- Whether the parents/guardians or student provide a specific and reasonable show-up date.

If the school disenrolls the student as described above, and the parent/guardian asks for the student to reenroll in the school, the student will be placed at the end of the waitlist, or will be immediately enrolled if no waitlist exists.



Absences for 10 or More Consecutive School Days

ASA schools may disenroll students with 10 or more consecutive days of absence occurring at any point in the school year and no legitimate reason is provided to the school justifying the consecutive absences. During the period of absence, the school will endeavor to contact the family by phone, regular mail, or electronic mail to reengage the student.

Involuntary Disenrollment Procedures

At least five school days prior to the effective date of disenrollment, the school shall issue a written notice of intent to disenroll the student. The notice shall be in the native language of the student or the student's parent/guardian or, if the student is a foster youth or homeless youth, the student's educational rights holder. In the case of a foster child or youth, the written notice shall also be provided to the foster child's attorney and county social worker. If the student is an Indian child, as defined in Section 224.1 of the Welfare and Institutions Code, the written notice shall also be provided to the Indian child's tribal social worker and, if applicable, county social worker. The written notice shall inform the student, student's parent/guardian, educational rights holder, attorney, county social worker, and/or tribal social worker, as applicable, of the right to initiate a hearing as specified in Education Code Section 47605(c)(5)(J)(ii)(II) before the effective date of disenrollment.

If the student's parent or guardian, educational rights holder, the attorney, county social worker, or tribal social worker, as applicable, initiates the procedures for a hearing, the student shall remain enrolled and shall not be removed until the school issues a final decision. The hearing shall be adjudicated by a neutral officer (specifically, the CEO or designee) within a reasonable number of days at which the student has the right to bring legal counsel or an advocate and a fair opportunity to present testimony, evidence, and witnesses.

If the student's parent or guardian, educational rights holder, the attorney, county social worker, or tribal social worker, as applicable, does not initiate the procedures for a hearing before the effective date of disenrollment, the school may immediately disenroll the student. If a student has been disenrolled and continues to be subject to compulsory education, the school shall notify the school district of the student's last known address within 30 days, and shall, upon request, provide that school district with a copy of the student's cumulative record. Until and unless the student is disenrolled, or there is proof that the student enrolled in another educational option, the student will continue to appear on classroom rosters. Disenrollment of the student will be expedited if the student is found enrolled in another school in CALPADS.