



Baypoint Preparatory Academy - San Diego Attendance

Attendance

Regular daily attendance is important for academic success. It is crucial that your child(ren) arrives at school on time. Attendance in every class is vital to his/her academic success. It is important that all assignments be completed. If your child is absent, he/she may still receive academic credit for lessons/homework completed even if he/she is absent a day from school. However, if a student is suspended, academic credit for lessons/homework assigned on that day will result in no credit issued. Please see the classroom teacher if you have any questions about assignments. Each time a student is on campus he/she must be in full and proper uniform.

If your student is absent from school, please contact the school office, or you may send in a written note. Please include the following information:

- Your name
- Student's name
- Grade/Class
- Date(s) of Absence(s)
- Reason for Absence

Unexcused Absences/Tardies

- Family Trip/Vacation
- Transportation problem including missing the bus
- Overslept
- Not aware it was a school day

Legally Excused Absences/Tardies

- Personal illness or injury Quarantine
- Medical/Dental Appointments accompanied by a release note
- Attendance at funeral of immediate family only
- Religious Holiday
- Court

Please be aware: Three (3) or more consecutive days of absence for illness will require a doctor's note. When possible, please make every effort to schedule medical appointments during after-school hours.

Tardies/Truancy

Regular attendance is essential to any school. A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. Tardies are reset per semester.

Tardies (Kindergarten through Fifth)

Excessive tardies (3 or more) will result in a parent meeting with administration.

Tardies (Sixth through Eighth)

1st Tardy: Warning

2nd Tardy: Parent contact

3rd Tardy: In order to participate in classroom activities, students must demonstrate full compliance with the attendance policy

4th Tardy: Referral to administration for further consequences

Student Attendance Review Team (SART)

When a student exceeds the state of California's definition of excessive absences/tardies, parents/guardians of the student will be notified in writing. If attendance does not improve, a meeting with the site administrator/Executive Director and designees that make up the school attendance review team and parent/guardian will be scheduled. Chronic attendance problems/tardy problems may result in disenrollment from Baypoint and/or a Student Attendance Review Board (SARB) hearing.

Perfect Attendance Policy

To receive recognition for perfect attendance at the end of the school year, a student must not only be present every day, but must be present for at least two thirds of his/her school day. Students with excessive (no more than one per semester) late arrivals or early dismissal will not receive perfect attendance. A doctor's release note must accompany the student when arriving late from any doctor/dental/orthodontic appointment. Students are awarded perfect attendance for being on time and present every day.

Truancy

A student who fails to attend school without a valid excuse is considered truant. Students are allowed three days to clear any absences, by providing a note or through a parent call. Continued abuse of the attendance laws may result in a referral to a Child Welfare and Attendance Officer, disenrollment from Baypoint and/or a possible SARB (Student Attendance Review Board) Hearing.

If a student misses **more than 20 days of school** during the year, regardless of the semester in which the absences occur, his/her promotion for the next year may be questionable and he/she may be disenrolled from the school in compliance with applicable law.

Attendance Policy and Procedures Policy

Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences.

Because of our commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance.

BPA is a full-time seat based program. Our School hours are from 8:30 a.m. to 3:15 p.m., and 8:30 a.m. to 2:15 p.m. on minimum day early release days and 8:30 a.m. to 12:30 p.m. on early release parent/teacher conference days. We expect every student to be on time and present each and every day that school is in session.

ARRIVALS AND DISMISSALS

Please be aware that there is no supervision of students before 8:00 a.m.

8:30 a.m.

Class begins (If your child is not in their class by 8:30 a.m. they are considered tardy).

Please be aware that according to state law the only tardies which can be "excused" are for doctor appointments.

3:15 p.m.

Dismissal

2:15 p.m.

Minimum Day Early Release Days

Please be aware that there is no supervision of students after 2:15 p.m. (on minimum day early release days).

12:30 p.m.

Early Release Parent/Teacher Conference Days

Please be aware that there is no supervision of students after 12:30 p.m. (on early release days Parent/Teacher Conference days).

Truancies are not acceptable at BPA. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or BPA staff member. Truancy is also defined as excessive tardiness, even a few minutes is tardy.

Repeated violation of the truancy policy will result in further disciplinary action up to and including suspension and expulsion. When families choose to attend BPA, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

Absences

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

- Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);
Illness: Child has a contagious disease, temperature over 100 degrees, symptoms of vomiting, diarrhea, chronic illness or other conditions with written orders from a medical physician to stay home.
- Serious illness in the student's immediate family necessitates absence;
Death of family member necessitates absence;
- Special/recognized religious holiday observed by student's faith;
- Appearance in court
- Verifications are to be provided within 3 days of the absence. Verifications may include: note from doctor, dentist or other medical professional on letterhead, funeral notice, or other supportive documentation.

Unexcused absences are those not defined above, including, but not limited to:

- Unverified absence
- Truancy
- Absence due to leaving campus without permission
- A tardy of five minutes or more
- Absence due to taking an early vacation or extending a vacation.
- Absence due to oversleeping
- Absence due to transportation problems, including missing the bus
- Absence due to not knowing it was a school day;
- Family emergency without valid reason

School Excused Absences

- Field Trips
- Academic Events
- School Office Appointments
- Suspension
- Athletes participating in athletic event

Tardy is Truancy

A tardy occurs when the student is not in his/her assigned seat when classes begin at 8:30 a.m.

Unexcused tardies are defined as arriving **any** time after a class/activity has begun or before class/activity has concluded without an excuse from a parent/guardian or BPA staff member.

Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion

Excused tardies include only the following:

- Medical, dental, optical or other health-related appointment (with a note from the office where appointment was scheduled)
- Unforeseen circumstances and family situations
- Circumstances discussed with the school ahead of time, and pre-approved by the Site Administrator
- All late arrivals other than those described above will be considered unexcused

Excessive Excused and Unexcused Absences and Tardies

- Ten (10) or more days of *excused* absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences.
- Three (3) or more tardies, not seated in class at the time class begins or early sign out, within a two (2) week period, is considered excessive.
- Three (3) or more consecutive days of illness shall require a doctor's note upon return to school.
- After three (3) or more total days of *unexcused* absences, five (5) tardies, without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent the 1st Attendance warning letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
- After eight (8) total days of *unexcused* absences, *unexcused tardies*, without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent the 2nd Attendance warning letter and invite the family to a meeting with the Principal or Designee. The intent is to create and implement a written plan for improving attendance.

- After fifteen (15) total days of *unexcused* absences, *unexcused tardies*, the school will mail the 3rd Attendance warning letter notifying that your student may be subject to discipline up to and including suspension or expulsion.
- If your student(s) has missed 10% or more of the days enrolled for the semester, student(s) is/are deemed “chronically absent”.
- Students who miss 5% or more of school for any reason, will be considered for retention.
- A doctor’s release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

Per the Student Parent Handbook and this Attendance Policy, parents/guardians will make every effort to schedule medical and dental appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office before 8:30 a.m. if your child will be absent. The school will call to verify and code any absences not reported by you. Any student who arrives after 8:30 a.m. must report to the SCHOOL office to receive a tardy slip. Students are not considered “in attendance” or “present” until they are seated in their class.

Perfect Attendance

Students are rewarded for their level of academic achievement, one of which being Perfect Attendance. When a child achieves Perfect Attendance they may receive a certificate of Perfect Attendance. A child may receive a certificate of perfect attendance if the child has had No Absences (Excused or Unexcused) for the duration of one full semester of school.

(Please Note: It is BPA Policy that five tardies are equivalent to one full absence from school.)

Attendance/Extra-curricular Activities

In order to participate in extracurricular activities, students must demonstrate regular daily attendance. Students may not participate if "same-day" absence is:

1. Unexcused
2. Due to illness
3. Early release for any other purpose other than to attend routine doctor or dental appointment
4. Due to discipline; OR

5. Is for any reason that violates the Student Parent Handbook.

DEFINITION OF A TRUANT

The California Legislature defines a truant in very precise language. In Summary, it states that a student missing more than 30 minutes of instruction without an excuse **three (3) times** during the school year must be classified as **a truant** and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction.

EC Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation 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 30minute 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 attendance supervisor or the superintendent of the school district.

DEFINITION OF A CHRONIC TRUANT

Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent (9 days per semester, 18 days per year) or more of the school days in one school year (180 days), from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with ED sections 48260, 48260.5, 486261, 48262, 48263 and 48291.

District SARB Directives

The student must enroll in a district school. They will no longer be permitted to enroll in charters, private, or home school.

- **Enroll and monitor**
- **Place in district alternative education program***

**If a student is on an IEP and IEP meeting must be held before placement in alternative education.*