



LOS ANGELES UNIFIED SCHOOL DISTRICT

Topeka Charter School for Advanced Studies

DISTINGUISHED SCHOOL

9815 TOPEKA DRIVE, NORTHRIDGE 91324
TELEPHONE: (818) 886-2266 FAX: (818) 885-7682

AUSTIN BEUTNER
Superintendent of Schools

JOSEPH NACORDA
LD Northwest Superintendent

JOSEPHINE STEVENS
Principal

NINA METICHECCIA
APEIS

In-Person School Attendance Policy

Students at Topeka Charter SAS are expected to attend school every day and arrive on time to all classes 100% of the time. Our goal for each student is no more than 6 absences this school year!
School begins at 8:00 am and ends at 2:28 pm (1:28 pm on Tuesdays.)

Perfect Attendance- Perfect Attendance is defined as students being present every day from the hours of 8:00am-2:28pm. This means no 'tardies' and no more than 2 'early leaves'. Students and families will be acknowledged for their commitment to 100% attendance.

<i>EXCUSED ABSENCE</i>	<i>UNEXCUSED ABSENCE</i>
<ul style="list-style-type: none"> • Illness absence with a doctor's note or authorization by school nurse or other authorized school official. • Exclusion from school supported by written documentation by nurse or other authorized school official. • Medical appointments; verified by a written note from a doctor. • Quarantine of the home; verified by the health department. • Funeral due to the death of a member of the student's immediate family (1 day in-state; 3 days, out-of-state). • Absences for justifiable personal reasons, with <i>prior written request and written approval from the principal or authorized school official</i>, such as an appearance in court or observance of a holiday/ceremony of his or her religion. 	<ul style="list-style-type: none"> • Personal business • Car problems • Weather (Rain, too cold, too hot) • No clean clothes • Babysitting • Parent or sibling's doctor/dentist appointment • Errands • Minor aches and pains • Oversleeping • Family vacations during academic calendar • Birthday celebrations • Extending holiday vacation • Additional days beyond permitted by district policy to attend funeral only due to death of a family member
<p>The parents/guardians of students with chronic or excessive absences/tardies/early leaves are at risk of the following consequences:</p> <ul style="list-style-type: none"> • Parent will attend a conference with the principal • Permits are at risk for revocation • Parent will be referred to the School Attendance Review Board (SARB) • Parent can be ordered to attend a truancy prevention program • Student and/or parents can be referred to Juvenile Court • Parents can be fined up to \$2500 and/or jail time 	

Truancy: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse on three occasions or tardy (or has left campus during the instructional day) for more than 30 minutes in a school day on three occasions in one school year is a truant. Families can be referred to the School Attendance Review Board. When all efforts to prevent truancy fail, a referral is made to the City Attorney or District Attorney's Office and parents or guardians may be subject to prosecution for an infraction or misdemeanor. Please see the Principal for further information on compulsory education laws and/or assistance.

Tardy: A student is marked tardy when the student is not in class or designated place as defined by each school, when the tardy bell rings signaling the time class is to begin. Students are required to provide excuses if they are tardy to class due to school district business (ex. attending Middle School Open House). Any unexcused tardy in excess of 30 minutes will be counted to truancy. Three tardies in excess of 30 minutes constitute a truancy and can be counted in combination with whole day truancy to establish truant and habitual truant status.

Students Leaving early From School: Students shall be marked in MiSiS the time that they leave school. Dismissals and a Permit to Release Child During School Hours (blue form) shall be completed and signed by the parent/guardian. At the time of the pick up the student will be summoned from class only AFTER THE PARENT OR GUARDIAN PRESENTS A PHOTO IDENTIFICATION. The adult must be listed on the Emergency Card in order for the student to be released. Any early leaves in excess of 30 minutes will be counted toward truancy. Three early leaves in excess of 30 minutes constitute a truancy and can be counted in combination with whole day truancy for the purpose of establishing truant and habitual truant status. Please note the early leaves will appear as tardies on the student's report card.

Absence Verification: Absence verification is very important in the District's effort to improve student attendance, which in turn provides the greatest opportunity for improved student academic achievement. The reason(s) for an absence may be submitted ONLY by a parent/ guardian or caretaker through a written note. Although caregivers who have completed the "Caregiver's Affidavit" do not have educational rights, they may submit absence notes. CA Code of Regulations, Title 5, Section 306 states a principal or teacher may require satisfactory explanation from the parent/guardian of a student, either in person or by written note whenever the student is absent part or all of a school day. **Please note that it is at the administrator's discretion how many parental written notes to be accepted before requiring medical notes. Therefore, school site staff authorized to verify absence excuses may, when presented facts that call into question the authenticity of the excuse, request additional information in support of the absence excuse, and/or may refuse to excuse the absence.**

Clearing Absences: Every effort shall be made by the school staff to notify parents/guardians of students' uncleared absences and to clear these and all absences. An uncleared absence is any absence for which no documentation has been provided by a student's parent/guardian. By default attendance messages are sent twice a day to the parent/guardian of students that have an absence or tardy that day, by the Connect-ED notification system. Calls are made based on the attendance information as documented in MiSiS. School staff will maintain documentation of attempts to clear absence before converting them to truanancies.

****PLEASE NOTE** If after attempts are made to clear absences and due diligence has been provided, yet no response is obtained from the parent/guardian, the uncleared absences will be converted to truanancies after ten school days.**