



BOARD POLICY ON ATTENDANCE RECOVERY

Education Code section 46211 provides the authority for classroom-based charter schools to offer an attendance recovery program for scholars to make up lost instructional time and offset absences, including reducing chronic absenteeism. The statute allows for the recovery of average daily attendance funding when scholars voluntarily make up missed instructional time outside of the regular school day. This policy is written in accordance with the Education Code requirements.

1. Purpose

The purpose of this Attendance Recovery Policy is to provide scholars with an opportunity to recover lost instructional time due to absences. This program ensures scholars remain on track academically while enabling John Adams Academy to recover instructional minutes for apportionment purposes, in accordance with Education Code § 46211.

2. Eligibility

Scholars are eligible to participate in attendance recovery for excused and unexcused absences, including chronic absenteeism. Scholars participating in long-term independent study or non-classroom-based instruction are not eligible.

3. Recovery Sessions

- Sessions must be voluntary and held outside of the scholar's regular instructional day (e.g., after school, Saturdays, intersession) with at least one opportunity provided per term.
- Instructional content during recovery must consist of educational activities and content aligned to grade level standards that are substantially equivalent to the scholar's regular instructional program, which may include one-on-one or small group tutoring.
- Scholars may make up to 1 days' worth of attendance in a school year, or the number of days they were absent, whichever is less.

4. Documentation

To receive apportionment credit under EC § 46211:

- Attendance must be documented with a daily sign-in sheet, including scholar name, date, time-in and time-out, and staff signature.
- The documentation must demonstrate the scholar-to-certificated teacher ratio.
- A record of the absence being recovered must be maintained.
- Participation records will be retained for audit purposes in compliance with California Department of Education (CDE) requirements.

5. Limitations

- A scholar may not recover more time than was originally lost due to excused absences.
- Attendance recovery cannot be used to supplant regularly scheduled instruction.
- No fees shall be charged to scholars participating in recovery sessions.

6. Staffing and Supervision

Recovery sessions must be supervised by certificated staff members qualified to provide instruction or academic support. A scholar-to-certificated teacher ratio of 10 to 1 for transitional kindergarten and kindergarten or 20 to 1 for grades 1 to 12, inclusive, shall not be exceeded.

7. Program Monitoring

The site principal or designated administrator is responsible for:

- Coordinating session schedules
- Identifying eligible scholars
- Ensuring compliance with attendance and instructional guidelines

8. Review and Updates

This policy shall be reviewed annually and updated to reflect changes in law, regulations, or school needs.