

Attendance

Timeliness: Start of School

Arriving at school in an unhurried and peaceful manner sets the tone for a successful learning day. Arriving late is stressful for the students and disruptive for their classmates and teachers.

In the event of being tardy upon start of school, your child must:

- Report to the office before proceeding to the classroom
- Sign in and obtain an administration slip stating the reason for arriving late

Teachers may require that late students wait by the classroom door to be admitted at a less disruptive time. For children in kindergarten, first and second grades, a parent/guardian must accompany the student to the door and wait for the teacher to admit them.

Students who are tardy to class are responsible for making up missed time with the individual teacher.

Bringing your student to school on time is part of the agreement parents and guardian sign upon enrolling their student. Chronic lateness is a serious matter and violates the terms upon which the student was enrolled. In the event of chronic tardiness, the student will be referred to the administration. If tardiness continues after discussion with the administrator, a truancy proceeding may be initiated.

Absences

State law requires children to attend school regularly. Attendance is a joint responsibility of parents/guardians and their children. School authorities must enforce the law as cited in state statute and school board policy. Approved legal excuses for children are listed in an upcoming paragraph.

Attendance is part of the participation agreement parents or guardians sign when they choose to enroll their child at Ocean Charter. Absences disrupt your child's learning, impact classroom activities, and reduce our school's state funding cost per child by approximately \$50 per day.

If a student is to be absent from school, parents/guardians should call 310.827.5511 between 8am-9am. (South campus) or 310.313.1230 between 7:30am-9am (North Campus). After office hours, parents/guardians may call the same number and leave a message on voice mail. Please provide the following information: name of student, grade, parent/guardians calling for student, number of days absent, and reason for absence.

When students return to school they are to bring a written excuse signed by their parent/guardian, properly dated, and stating the reason for the absence. Without a written, signed note, the absence is unexcused until clarified. E-mail messages will not be accepted in place of the note, as the school must have a parent signature on the written excuse. Written excuses are required by Board of Education policy.

Students participating in or attending an extra-curricular program must be in attendance at school on the days that the specific activities are held. A student must be in attendance at school by 11:00 a.m. on a day in which he/she participates in an after-school activity. Exceptions to this rule are: emergency dental or medical appointments, school-sponsored field trips, and family emergencies. These need prior approval of the administration.

The Administration or designated attendance coordinator is empowered to approve a legal excuse for any student for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. Ocean Charter School may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, and shall state the period of time for which it is valid.
- An illness in the immediate family, which requires the absence of the student because of family responsibilities.
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
- A death in the immediate family or funerals for relatives.
- Religious holidays.
- Grade 8 students to visit High Schools for the purpose of admission for the next academic year.
- To accompany their parents/guardians on a trip that cannot be scheduled when school is not in session. (For trips longer than 5 days students may be able to request an independent study plan, see below).
- A court appearance or other legal procedure that requires the attendance of the student.
- Quarantine as imposed by a public health officer.
- Attendance at special events of educational value as approved by the administration or designee.
- Approved school activities during class time
- Special circumstances that show good cause which are approved in advance by the administration, or designee.
- A student may be excused in advance of an absence for any reason by his/her parent. Such excuses must be in writing and for no more than a total of 10 days in the school year. A student so excused must complete all coursework missed according to school guidelines for the absence to be excused. (One day to make up each day missed at the Middle School.) Any absence above this limit may require a doctor's note or other form of verification.

Excessive or chronic excused absence will be referred to administration.

If your child has more than five unexcused absences or if your child is absent for more than five consecutive days and there is no notification to the school, your child may be disenrolled from Ocean Charter School and space allocated to another student on the waiting list. Parents have the option to send a letter of appeal to the Board of Trustees contesting their disenrollment prior to finalization.

Following disenrollment we will notify your home district that your child no longer attends Ocean Charter School. LAUSD schools refer the truancy issues to their School Attendance Review Board

Extended or Anticipated Absences/Independent Study

In the interest of maintaining individual student academic progress and minimizing disruption to the educational program, Ocean Charter School may consider an independent study plan for students who experience an extended absence. Any use of independent study will be restricted to occasional, incidental instances of extended absences, and will fully comply with all applicable independent study laws and regulations. Independent studies must be pre-approved by the administration and are for periods of 5 days or more. All requests will be considered on a case-by case basis.

Furthermore, while an Independent Study Plan can be educationally profitable, please consider the following:

- It is impossible to “make up” the classroom experience missed.
- Since many assignments and follow-up reading presentations are part of each day, it is not possible to furnish all materials in advance or to do so accurately.
- Your child will not have the resource of teacher direction during a trip or other absence.
- Missed instruction may affect student grades and attitudes.

Independent study requests must be made in writing no later than 2 weeks prior to an anticipated absence, in order to provide sufficient time for teacher to assign make-up course work and for the purpose of reviewing the student’s attendance record and overall performance record.

Parent/guardian and/or student should ensure that the student has all necessary work required. All course-work shall be completed according to school guidelines for the absence to be excused.