

VISTA CHARTER PUBLIC SCHOOLS

601 North Fairview Street
Santa Ana, CA 92703
T: (714) 881-7407 | F: (714) 988-2747
www.vistacharterpublicschools.org

Collin Felch, Ed.D., Superintendent
Karen Amaya, Assistant Superintendent



VCPS ATTENDANCE RECOVERY POLICY

1. Purpose

The purpose of this Attendance Recovery Policy is to provide students with an opportunity to recover lost instructional time due to absences. This program ensures students remain on track academically while enabling the school to recover instructional minutes for apportionment purposes.

2. Eligibility

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

Attendance recovery is available for students in grades TK through 12 to make-up absences accrued during the current school year.

If demand exceeds capacity, priority participation will be granted to students classified as chronic absentees with consideration given to those students who are academically further behind as reflected in grades. A chronic absentee is a student who is absent from school for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.

Students with disabilities on an IEP may participate in attendance recovery if consistent with the goals in their IEP. Participation in attendance recovery is optional and will not be required of any student. However, failure to remediate chronic absenteeism, including via participation in voluntary attendance recovery sessions, may result in consequences for chronic absenteeism pursuant to the Attendance and Attendance Response Policy. These consequences may include, but are not limited to, involuntary removal from the Charter School.

3. Recovery Sessions

- Sessions must be voluntary and held outside of the student's regular instructional day (e.g., during the summer, during school breaks and intercessions (e.g. spring break), before and/or after school during the regular school year, and on the weekend during the regular school year (e.g. Saturday school)) with at least one opportunity provided per term.
- A single attendance recovery session will not exceed four (4) hours in duration. Attendance recovery that takes place before or after school during the regular school year will typically not exceed one (1) hour in duration.
- Instructional content during recovery must consist of educational activities and content aligned to grade level standards that are substantially equivalent to the student's regular instructional program, which may include one-on-one or small group tutoring.
- Students may make up to 10 days' worth of attendance in a school year, or the number of days they were absent, whichever is less.
- Attendance recovery sessions will be offered throughout the school year, and at least once per term.

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Sessions will be in-person on campus. Attendance recovery cannot be completed via independent study.

4. Documentation

To receive apportionment credit under Education Code Section 46211:

- Attendance must be documented with a daily sign-in sheet, including student name, date, time-in and time-out, and staff signature.
- The documentation must demonstrate the student-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.
- Attendance recovery participation will be tracked and reported separately from regular school day attendance. The supervising teacher of an attendance recovery classroom will document each student's participation time in hourly or full-day increments.
- A student may accrue time over multiple sessions on multiple days of participation in attendance recovery. For example, a student may need to participate in several 1-2 hour attendance recovery sessions to earn attendance credit that is the equivalent of one full day of school attendance. Minimum instructional minutes that count for one (1) full day of attendance are as follows:
 - Tk/K: 180 minutes
 - Grades 1-3: 230 minutes
 - Grades 4-12: 240 minutes
- For students with disabilities, an alternative minimum day requirement may be established by their IEP.

5. Limitations

- A student 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 students participating in recovery sessions.

6. Staffing and Supervision

Recovery sessions must be taught and supervised by certificated staff member(s) qualified to provide instruction or academic support. A student-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 Principal or designated administrator is responsible for:

- Coordinating session schedules
- Identifying eligible students

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- 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 Charter School needs.