



ATTENDANCE RECOVERY PLAN

It is the intent of the Board of Directors (“Board”) of University Preparation Charter School at CSU Channel Islands (“UPCS” or “Charter School”) to ensure that students attend school every day on time. Charter School maintains an attendance policy, which is provided to families annually and outlines the expectations for regular school attendance, and consequences for chronic truancy.

Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school, and behavior problems. The purpose of this Attendance Recovery Plan is to help chronically truant students catch up on missed learning opportunities, recoup absences, and re-engage with their education.

Attendance recovery options pursuant to this Plan are part of a multi-tiered system of support and intervention which includes early identification of attendance issues and coordination with the Student Attendance Review Team (“SART”) to address truancy.

Program Structure and Schedule

UPCS may offer attendance recovery opportunities in 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).

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.

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 UPC’s attendance policy. These consequences may include, but are not limited to, involuntary removal from UPCS.

Attendance recovery sessions will be offered throughout the school year, and at least once per term. Sessions will be in-person on campus. Attendance recovery cannot be completed via independent study.

Instructional Delivery

Sessions will be taught and supervised by a certificated teacher(s), with a ratio of no more than twenty (20) students to one (1) teacher, with the exception of TK and K, which will not exceed ten (10) students to one (1) teacher.

Students participating in attendance recovery will engage in educational activities that are substantially equivalent to regular school year instruction, with content aligned to grade-level standards. Sessions may include one-to-one or small-group tutoring.

Student Identification and Eligibility

Attendance recovery is available for students in grades TK-8th grade to make up lost instructional time and offset absences including reducing chronic absenteeism.

If demand exceeds capacity, priority participation will be granted to students who are chronically absent (triaged based on the number of absences), with consideration given to those students who are academically further behind as reflected in grades.

Students with disabilities on an IEP may participate in attendance recovery if consistent with the goals in their IEP.

Attendance Tracking and Reporting

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 4-8: 240 minutes

For students with disabilities, an alternative minimum day requirement may be established by their IEP.

A student may only recoup a **maximum of ten (10) days** of missed attendance per school year through participation in attendance recovery pursuant to this Plan. This includes both excused and

unexcused absences. Average Daily Attendance (“ADA”) hours will only be credited to absences in the same school year in which the attendance recovery session(s) are attended.

Program Promotion and Communication

The Charter School will provide families with announcements of upcoming attendance recovery session opportunities throughout the school year. Students eligible for participation may be identified by the SART team. Interested families are directed to follow the instructions in the notice announcement to contact the designated school administrator to sign up for the attendance recovery session(s) that are offered.