

Attendance Agreement

Bella Mente students are expected to maintain a 98% attendance ratio. If a student has less than 98% ADA (Average Daily Attendance), they are at risk of non-participation at the time of a special event and or field trip.

The following contract is agreed upon:

- ☐ Student will maintain a 98% attendance
 - ☐ 1 day 45 days (1st quarter)
 - ☐ 2 days 90 days (1st semester)
 - ☐ 3 days 135 days (3rd quarter)
 - ☐ 3 days 180 days (entire school year)
- ☐ Parent(s)/Guardian(s) will send student to school day
- ☐ Student will attend school regularly and on time

Procedure for excessive *unexcused tardies and early departures*:

For grades TK-2: teachers, families, and administration will work to address unexcused tardy and early departures issues, including creating attendance plans and or other means of corrective action (consequences);

For grades 3-8:

- ☐ **5 unexcused tardies and early departures**
 - ☐ The parent(s)/guardian(s) will receive the first notice of unexcused tardies and early departures. Student will be assigned to Lunch Detention.
- ☐ **10 unexcused tardies and early departures**
 - ☐ The parent(s)/guardian(s) will receive the second notice of unexcused tardies and early departures. Student will be assigned to After School Detention.
- ☐ **12 unexcused tardies and early departures**
 - ☐ The parent(s)/guardian(s) will receive the third notice of unexcused tardies and early departures. Student will be assigned other means of corrective action.
 - ☐ **A meeting appointment will be set for the child's parent(s)/guardian(s) and administration** to discuss the child's attendance and develop an attendance improvement plan for the student.
 - ☐ If a parent(s)/guardian(s) fails to attend the meeting the school may place a phone call to Child Protective Services (CPS) and request a welfare check.

Procedure for *absences*:

Absence	Action Taken
3 Excused <u>or</u> Unexcused Absences	• Truancy Letter #1/First Notice of Non-Compliance sent home via email • Attendance Action Plan and Attendance Policy sent home via email

5 Excused <u>or</u> Unexcused Absences	• Tuancy Letter #2/Second Notice of Non-Compliance sent home via email - Attendance Team requests parent conference • Placement of Attendance Probation sent home via email
7 Excused <u>or</u> Unexcused Absences	• Tuancy Letter #3/Referral to SART sent home via email • Hold SART meeting for review and further action
10+ Excused <u>or</u> Unexcused Absences	(Without valid excuse, and parent/guardian cannot be reached) Student is in violation of Attendance Policy and SART Contract and may be subject to Involuntary Removal Process. Home Visit, Vista Police Department Welfare Check, CPS Report, potential referral to district attorney for ongoing truancy issues. Disenrollment review may begin. Doctor's note required for further illness-related absences; administrator meeting to review attendance.

Missing Work

- ☐ All work missed due to an excused absence will be due the day following the student's return.

Tardies and absences can be excused by the following:

- ☐ Excused absences as defined in our BMA Family Handbook
- ☐ Email the Front Office at info@bellamentecharter.org AND your classroom teacher
- ☐ Call the attendance office phone number at (760) 621-8948 ext. 2