

Larchmont Schools Attendance Policy

At Larchmont Charter School (the "Charter School"), we view every day as an essential learning opportunity. Therefore, we expect excellent attendance of all of our students. Student attendance becomes a pattern and missing school regularly is not only detrimental to a student's learning, but can create poor learning habits. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Every student is expected to attend school on a daily basis [Education Code 48200], unless there is valid justification for the absence. A student is considered absent when he/she is not in school.

All state funds are based on attendance, so the Charter School loses funding if you plan a vacation or other time away (even one day) when school is in session. While absences must be reported to the State as "excused" or "unexcused," *the Charter School loses funds from the State for any absence of any kind, for any number of days (even one day)*. Chronic student absences are also a concern for the Charter School due to the sizeable waiting list for every grade level.

When a student has a fever or symptoms of illness or has a communicable illness, it is best for the student to stay at home to rest and recover. The student may utilize independent study for this time, if appropriate.

California Compulsory Full-Time Education Law

Education Code section 48200 states that each person between the ages of 6 and 18 years, and not exempted, is subject to compulsory full-time education. Each Larchmont Charter School student shall attend school or classes for the full time designated as the length of the school day by the Board of Directors of Larchmont Schools.

Tardy Policy

A student is considered tardy if he or she is late to school (that is, arriving after the established start time of the Charter School's instructional day). A student must report to the office if he or she is late for school in order to be admitted to her/his classroom. After school begins, drivers must park and accompany the student to the office.

Tardiness is excused only if a student has a medical, dental, legal appointment or there has been a death in the family or a legitimate family emergency. All excused tardies require appropriate documentation. Traffic congestion and oversleeping will not be considered a valid excuse. Plan for extra time if you are driving.

Procedures for tardy students and consequences for repeated tardiness are outlined in the School Handbook.

Absence Policy

Excused Absences

Documentation is required for all absences to help the Charter School understand why a student is not in school. Absences must be reported to the State as "excused" or "unexcused."

A student is excused from school when the absence is due to:

- His or her illness

- Quarantine under the direction of a county or city health officer.
- Having medical, dental, optometric or chiropractic services rendered to him or her.
- Attending the funeral of an immediate family member (one day within the state, three days outside the state)
- Jury duty for him or her
- Illness or medical appointment of a student of whom the student is the custodial parent.
- Justifiable Personal Reasons. Absences that fall into this category may include, but are not limited to:
 - Appearance in court
 - Attendance at a funeral service
 - Observance of religious holiday or ceremony
 - Attendance at religious retreats (with prior approval)
 - Attendance at an employment conference
 - Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization (when the student's absence has been requested in writing by the parent and approved by the principal or designee)

[Education Code Section 48205]

All absences require appropriate documentation, e.g. note from home, a note from a doctor or medical facility, court documents, etc. If appropriate documentation is not provided as indicated below, the absence will be considered unexcused.

A parent or caregiver adult must notify the Charter School the **same day** of an absence by telephone, letter, fax, e-mail, or in person by 8:30 am. If the Charter School is not notified in advance and the student does not report to school the next day with a note, the absence will be considered unexcused.

The School Handbook outlines the site-specific procedures and appropriate contact information for a student's respective campus. Consequences of repeated excused absences affecting a student's progress or repeated unexcused absences are outlined in the School Handbook.

A student with an excused absence will be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, will be given full credit. The teacher of any class from which a student is absent will determine what assignments the student shall make up and in what period of time the student shall complete such assignments. Any assessments and assignments will be reasonably equivalent to, but not necessarily identical to, the assessments and assignments that the student missed during the absence.

Unexcused Absences

Any absence for reasons other than those listed as EXCUSED ABSENCES are unexcused. Larchmont Charter School is required by law to seek an explanation from the parent/guardian (a written note or verbal justification) regarding all absences. The student may be classified as a truant after the third unexcused absence for more than any 30-minute period from school in a school year.

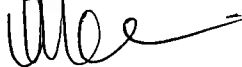
Absences for Religious Purposes

Students, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises with prior approval by the school principal [Education Code Section 46014]. Additionally, students may be absent to attend a religious retreat [Education Code Section 48205(a)(7)], not to exceed four hours per semester. Such absences are considered excused absences, and pupils are responsible for making up missed work.

Independent Study

If a student is out of school for a work-related reason or a family emergency, and your student will miss 2 or more school days, it is possible to create an *independent study plan*. Teachers will need advance notice to compile the necessary work for student completion. The independent study plan offers the Charter School a way to provide support to a student while away, and, when assignments are completed, provides the Charter School with State funding that would otherwise be lost.

Signed,



Marya Francis
Board Secretary
Larchmont Schools
Board Meeting June 11, 2013

**Larchmont Schools Resolution
Regarding the Education Protection Account**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

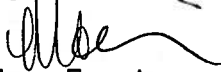
WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Larchmont Schools;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of Larchmont Schools has determined to spend the monies received from the Education Protection Act as attached.

Signed,



Marya Francis
Board Secretary
Larchmont Schools
Board Meeting June 11, 2013

Larchmont Schools Policy on Student Fees

The Board of Directors of Larchmont Schools recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. This policy is being adopted in compliance with AB 1575. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of elementary and secondary education, including curricular and extracurricular activities.

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, Larchmont Charter School shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

Nothing in this policy limits a parent/guardian or student's right to voluntarily contribute time or things of value to our schools. This policy is subject to Larchmont Schools' uniform complaint procedure.

The Free School Guarantee

In accordance with the California Constitution and Education Code Section 49011, "a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity."

The following definitions shall apply for purposes of this policy:

- (a) "Educational activity" means an activity offered by a school, school district, charter school, or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- (b) "Pupil fee" means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in Hartzell v. Connell (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - (i) A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - (ii) A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
 - (iii) A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

Additional Assurances

With regard to charging fees, the Board of Directors of Larchmont Schools also adopts the following policies:

- No pupil or parent/guardian will be required to request a fee waiver.
- No pupil or parent/guardian will be offered a two-tier educational activity with a minimal opportunity for free and a second, higher opportunity for a fee.
- No pupil will be offered or denied the opportunity to participate in educational activities based on whether his or her parent/guardian contributed money, goods, or services to the school.

Voluntary Contributions

Pupils, parents, and guardians are still encouraged to make voluntary contributions or donations of time, money, or property and to participate in fund raising activities. Pupils may be encouraged to participate in fundraising activities through prizes or other recognition for voluntary participation.

Notice

Larchmont Charter School shall provide all students, parents/guardians, employees, and other interested parties with an annual notification about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures.

Complaint Procedures

Pupils, parents, and guardians may submit complaints which allege that Larchmont Charter School has violated the policy on student fees stated above.

Complaints regarding unlawful fees must be made using the uniform complaint procedures and form adopted by Larchmont Schools. If a complaint regarding a particular fee is determined to have merit, Larchmont Charter School will reimburse all such fees paid by any individual.

Signed,



Marya Francis
Board Secretary
Larchmont Schools
Board Meeting June 11, 2013