

ATTENDANCE RECOVERY POLICY**1. Purpose**

Shanél Valley Academy (“SVA”) recognizes the importance of regular attendance for student success and the impact that absences have on both learning outcomes and school funding. Pursuant to Education Code §46211, this policy establishes an Attendance Recovery Program that allows students to voluntarily make up lost instructional time through structured academic and expanded learning opportunities held outside of the regular instructional day.

The goal of this program is twofold:

1. To provide individualized and engaging learning opportunities that support academic progress, and
2. To allow the school to recover Average Daily Attendance (ADA) funding for eligible make-up sessions.

2. Program Components

SVA’s Attendance Recovery Program includes four distinct, complementary components:

a. Intensive Academic Assistance (K–3):

- Students in grades K–3 may participate in 30-minute sessions per day, provided by their teacher of record, focused on literacy, numeracy, and foundational skills.
- Sessions run from October through April, providing consistent, small-group or one-on-one instruction aligned to classroom learning goals.
- Sessions must occur **outside of the regular instructional day**.

b. Intensive Academic Assistance (Grades 4–6):

- Students in grades 4–6 may participate in one-hour sessions each Wednesday from October through April.
- Instruction is led by a credentialed teacher and focuses on targeted support in reading, writing, and mathematics.
- Content and pacing align with grade-level standards and individual student needs.
- Sessions must occur **outside of the regular instructional day**

c. Expanded Learning Attendance Recovery (All Grades):

- For students not participating in intensive academic assistance, a certificated teacher will facilitate 30-minute grade-level academic lessons during afterschool and intersession hours.
- Lessons emphasize hands-on, project-based reinforcement of core academic concepts (e.g., reading comprehension, STEAM challenges, applied math).

d. Tutoring Program (Grades TK–6):

- As funds are available, SVA may offer additional daily tutoring sessions within the Expanded Learning program.
- These sessions must be led by credentialed educators or substitute teachers, and priority will be given to students identified as at-risk of chronic absenteeism or below grade level in ELA or math.

3. Eligibility

- Participation is voluntary and available to students with excused or unexcused absences.
- Students enrolled in long-term independent study are not eligible.
- A student may only recover instructional time up to the equivalent of days absent that occurred within the current fiscal year.

4. Documentation Requirements

For SVA to claim apportionment credit under EC §46211:

- Attendance must be documented on a daily sign-in/out sheet including **student name, date, time in/out, and staff signature**.
- The session must be supervised by a credentialed teacher, and documentation must reflect compliance with required student-to-teacher ratios (10:1 for TK/K; 20:1 for grades 1–6).
- The recovered absence must be clearly linked to the original absence date in student information system records.
- All participation records will be retained for audit purposes per CDE guidance.

5. Cumulative Limits and Summer Banking

Pursuant to EC §46211(d)(1):

- A student may not generate more than **10 days of attendance recovery ADA** in any fiscal year, or more than the number of absences they accrued that year, whichever is less.
- **Students** may participate in AR sessions offered on **intersession or summer days between July 1 and the first day of school**.
 - Minutes accrued during this window may be **banked prospectively** toward potential ADA recovery **if** the student later incurs absences within that same fiscal year.
- A day of ADA may be claimed only once a student's cumulative make-up sessions meet or exceed the applicable **minimum daily instructional minute requirement** under EC §46211(e)(1).

6. Limitations

- Attendance recovery sessions must occur **outside of the regular instructional day** (e.g., after school, Wednesday afternoons, Saturdays, or intersession days such as summer).
- Sessions may not supplant regularly scheduled classroom instruction.
- Students cannot recover more instructional time than was originally lost.
- No fees may be charged to students for participation.

6. Staffing and Supervision

- All sessions must be supervised by **credentialed or appropriately authorized** certificated staff.
- Student Support Specialists and/or Expanded Learning staff may assist under the direct supervision of a certificated teacher.
- The **Principal and the Expanded Learning Lead** shall ensure all activities align with grade-level standards and the student's academic plan.

7. Program Oversight and Monitoring

The Principal and Expanded Learning Lead, in collaboration with teaching staff shall:

- Identify eligible students using attendance and academic data,
- Schedule and publicize recovery opportunities,
- Ensure accurate recordkeeping and compliance with statutory requirements,
- Evaluate program effectiveness annually, including impact on chronic absenteeism and student achievement.

8. Policy Review and Updates

This policy shall be reviewed annually and updated to reflect any changes to law, California Department of Education audit guidance, or program structure.

Adopted:10/24/25

Amended: