



Attendance Recovery (AR) Policy *Effective July 1, 2025*

1 Purpose and Scope

This policy applies to **TEACH Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School (TK–4) (“TPES”)**, **TEACH Academy of Technologies (5–8) (“TAT”)**, and **TEACH Tech Charter High School (9–12) (“TTCHS”)**. These three schools, which collectively serve a diverse population of students across the TK–12 continuum, are committed to promoting strong attendance, academic equity, and access to learning opportunities.

In alignment with **California Education Code Section 46211**, the **2025–26 Audit Guide**, and relevant guidance from the **California Department of Education (CDE)**, this policy outlines structured procedures for implementing **Attendance Recovery (AR)**. The program allows eligible students who have experienced excused or unexcused absences to voluntarily make up instructional time outside the regular school day. Although AR sessions may take place during before- or after-school hours, weekends, or intersession periods—timeframes that often overlap with Expanded Learning Opportunities Program (ELOP) offerings—AR is a separate initiative with distinct legal, instructional, and compliance requirements.

AR sessions must meet specific **instructional minute thresholds**, be led by **credentialed TEACH staff**, and are intended solely to recover **Average Daily Attendance (ADA)** for previously missed instructional days. As such, AR must be **planned, staffed, and documented independently** from ELOP, and **ELOP funds may not be used** to support AR programming. Attendance for AR must also be recorded and audited separately to ensure compliance with all applicable state regulations.

By participating in AR, students not only strengthen their academic continuity and engagement, but also contribute to the school’s ability to recover funding that supports high-quality, equity-centered educational programs. This policy reflects TEACH’s broader mission to foster student success through legally compliant and student-focused practices.

2 Eligibility for Attendance Recovery

- **Eligible Students:**
 - Must be enrolled in a **classroom-based** program at TPES, TAT and TTCHS.
 - Must not exceed **15 consecutive days** in independent study at the time of AR participation.
 - May not be enrolled in a **nonclassroom-based** charter program.
- **Ineligible Students:**
 - Those exceeding 15 consecutive days in independent study.

- Nonclassroom-based charter students.
 - Students who have already recovered the maximum allowable ADA for the fiscal year (see Section 4).
 - **IEP Considerations:**
 - Students with IEPs may participate if AR aligns with IEP goals and required minutes.
 - 🖱️ **Newly enrolled students may not participate in Attendance Recovery until their official start date in classroom-based instruction.**
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3 AR Program Design and Implementation

- **Session Structure:**
 - AR must occur **outside of the regular instructional day** (before/after school, weekends, or intersessions).
 - Each session must meet **minimum daily instructional minutes**:
 - TK/K: 180 minutes
 - Grades 1-3: 230 minutes
 - Grades 4-12: 240 minutes
 - **Supervision Requirements:**
 - Students must be supervised by a **certificated employee** of TEACH Inc. (substitutes permitted if appropriately credentialed).
 - Ratios:
 - TK/K: **10:1**
 - Grades 1-12: **20:1**
 - **Instructional Content:**
 - Must align with **California State Standards** and the school's instructional program.
 - **Voluntary Participation:**
 - AR is **voluntary**, not mandatory, and cannot be used as a disciplinary action.
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4 Attendance Recovery Limits

- **Maximum ADA Recovery per Student:**
 - No more than **10 days of ADA** per fiscal year, or the **total number of absences** in the year—whichever is less.
 - Only **one day of ADA** may be claimed for any single calendar day of AR participation.
 - **Reporting and Audit Requirements:**
 - Separate attendance logs for AR participation must be maintained, including:
 - Student name, grade, and absences being recovered.
 - Date, time, and duration of AR session.
 - Certificated staff name supervising.
 - Session content description.
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5 Roles and Responsibilities

• Site Principals

- Ensure program design meets AR requirements.
- Designate an AR Coordinator (e.g., counselor, teacher leader, or admin designee).

• AR Coordinator

- Maintain AR attendance logs and compliance records.
- Verify student eligibility prior to participation.
- Submit attendance recovery data to the Operations team monthly.

• School Operations Manager

- Aggregate AR ADA reports for inclusion in PADC and CALPADS submissions.
- Ensure AR ADA is separately tracked and properly documented for audit compliance.

• Program Compliance Officer

- Monitor overall AR program implementation across all TEACH schools to ensure alignment with state law and the 2025–26 Audit Guide.
- Conduct periodic audits of AR session records, attendance logs, and ADA submissions to verify accuracy and compliance.
- Provide policy guidance and technical assistance to Site Principals, AR Coordinators, and the Operations team.
- Lead annual AR policy review process and recommend revisions based on changes in legislation, CDE guidance, or audit findings.
- Serve as the liaison for external auditors on AR-related matters, including documentation requests and compliance reports.

6 Audit Compliance Checklist

All TEACH schools must ensure:

- ✓ AR sessions are **voluntary** and outside the regular school day.
 - ✓ Students meet the **minimum daily instructional minutes** per grade level.
 - ✓ Supervision by a **certificated TEACH employee** at required ratios.
 - ✓ **No more than 10 days of ADA** or total absences recovered per student per fiscal year.
 - ✓ **No AR sessions during recess, lunch, or regular instructional time.**
 - ✓ AR ADA reported separately in PADC and CALPADS.
 - ✓ All AR documentation retained for **audit review**.
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7 Annual Review and Training

- The AR policy will be reviewed annually by the **Operations Manager** and **Site Principals**.
 - Site teams will receive training before the start of each school year to ensure full compliance.
 - Updates will be incorporated based on **state law**, **audit guidelines**, and **TEACH Board policy changes**.
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8 Parent and Student Communication

- A plain-language **AR Program Flyer** will be distributed to all families before the start of the school year.
 - AR opportunities will be promoted through newsletters, ParentSquare, and school websites.
 - Parent inquiries about AR eligibility will be directed to the **AR Coordinator** at each school.
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This policy is effective July 1, 2025, and supersedes any prior informal practices.