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## Saturday School Guidelines

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### Saturday School

#### Purpose

To respond to the problems of student absences, a Saturday school class shall operate to allow the pupil the opportunity to voluntarily participate as a means of making up missed instructional time. Pupils classified as truant may be assigned without parental permission. Parental permission shall be obtained for all non-truant pupils. This program shall be based on statutory laws and regulations. The following are education code requirements for pupils to qualify for Saturday School:

1. Attendance is voluntary except for a pupil defined as a truant.
2. A truant may be required to attend Saturday School (EC 48260). A compulsory education truant is a student who has been absent without a valid excuse more than three days or tardy more than thirty minutes each day of more than three days during the school year.
3. A student with discipline problems could attend as a consequence for poor behavior, but no apportionment would be earned unless the student has a previous day of absence.
4. A student cannot make up a day of suspension via Saturday school. It is a suspension not an absence.
5. All Saturday school classes must be staffed by a certificated instructor.
6. A Saturday class must meet the minimum day requirement (4 hours) for each grade level.
7. A Saturday school class must consist of instruction offered during the regular school week.
8. A meal must be provided for all students in attendance.
9. Charter Schools and Community Day Schools are not eligible to receive state apportionment via a Saturday 'makeup' school. Community Day Schools may operate on weekends and generate regular ADA that way.

#### Daily Procedure

1. Student is referred to Saturday school. All proper notification must be done prior to Saturday school.
2. The Attendance register should record each student's name, school, grade and date of Saturday school and date of absence cleared. The teacher must sign and date the attendance register.

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3. Only those students who attend the class are to be credited with apportionment ADA. You can clear any full day absence, except a suspension as long as it is prior to the Saturday school.
4. When clearing an absence change the all-day code to "SAT". Use the comment box to indicate the date student attended Saturday school.
5. Send a copy of the completed Sat Form to District Attendance Office.
6. Keep a copy and file with your attendance records.