**K.H.S.D. Saturday School Program Procedures**

**Purpose**

In an effort to respond to the problems of student absences, Saturday School classes may be operated to allow pupils the opportunity to 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 who elect to voluntarily attend. This program shall be based on statutory laws and regulations.

**Basis for Assignment to the Class**

* A student who has been labeled a truant per the compulsory attendance regulations may be assigned to Saturday School without parental permission (*Education Code Section 48260)*. A compulsory education truant is a student who has been absent without a valid excuse in excess of three days or tardy in excess of thirty minutes each day for more than three days during the school year. (STEP1 and above students)
* A student who has a recorded absence for any reason other than suspension may attend Saturday School with parental permission, but they cannot be required to attend Saturday School.
* A student with discipline problems could attend as a consequence for poor behavior, but no apportionment would be earned.
* Other students may attend, but they cannot earn ADA

**Parent Notification/Permission**

* The parent or guardian notifies the school site that they desire to have their child voluntarily attend Saturday School to makeup a lost instructional day due to an excused absence.
* In the case of a truant pupil, the parent or guardian will be notified by the principal or his/her designee of the assignment of the student to Saturday School.
* In both situations, the designated district employee shall document the conversation or receipt of a signed permission letter on the Saturday School Assignment form.
* The notification of the parent will include the location, time, and student’s responsibility for Saturday School.

**Method of Operation**

* The responsibilities of the coordinator of the Saturday School class will be:
* to staff the Saturday School class.
* to gather information on all students assigned to Saturday School Classes.
* to communicate with Saturday School staff about those students assigned.
* to ensure a nutritionally adequate meal is available for all students through the National School Lunch or Breakfast Program.
	+ Two weeks prior to the Saturday School, Notify the Director of Food Services of the date, start time, and number of expected students.
* To ensure proper attendance accounting.
	+ Collect and review all Saturday School Attendance Registers.
	+ Update attendance in district data system with MU for each day made up.
	+ Save registers and permission slips for audit.
	+ Submit original, signed attendance rosters to the Attendance Accounting Administrator. Keep a copy of all attendance rosters for auditing purposes.
	+ Complete the ‘Saturday School Summary Sheet’ for each Saturday. Submit this document to the Attendance Accounting Administrator with the attendance rosters.
* Students will be assigned to Saturday School class by a principal/designee whose responsibility will be:
* to assign students.
* to approve curriculum for each class\*\* or if academic tutoring is assigned, to inform students to gather sufficient work for four hours.
* to communicate with parents and students.
* to forward a list of all assigned students and their work to the teachers.
* The Saturday School teacher’s responsibility will be:
* to supervise the classroom.
* to arrive by a designated time to unlock the door and prepare for the day.
* to maintain accurate records and send completed Saturday School Attendance Register to the coordinator of the program.
* to assign seats to students as they arrive.
* to provide curriculum\*\* or Academic Tutoring assistance.
* to assign any necessary work.
* to supervise the instructional aide if one is assigned.
* to supervise breaks.
* to close the classroom door and lock it after the end of day.
* The student’s responsibilities will be:
* to participate as directed and complete work assigned by the Saturday School teacher.
* to make up work that hasn’t been completed. (Academic Tutorial students)
* to complete assigned homework. (Academic Tutorial students)

**Hours**

Saturday School schedule must comply with at least the statutory minimum day of 240 minutes (Comprehensive Site) or 180 minutes (Continuation Site). Break time is not included in the instructional minutes.

**Staffing**

A certificated teacher must be assigned to supervise the students in order to claim apportionment ADA.

***\*\*Ed. Code Section 37223 stipulates that any class offered on Saturday must be offered during the regular school week.***