

 Meadows Arts and Technology Elementary School	Student Attendance Policy	
	Last Reviewed/Revised: 12/12/2016 Revised	Effective Date: 11/15/2010
Reference Number: SN-SAP-12122016	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) recognizes that Compulsory Attendance is integral to student learning, and that parents are legally required to send their children, between the ages of 6 to 18, to school regularly and to make certain they are on time each day. (EC 48200)

SCOPE:

This policy applies to all MATES parents/guardians and students.

GENERAL POLICY STATEMENT:

The Board authorizes the creation of and adherence to an attendance policy and the creation of a Student Attendance Review Team to support compulsory attendance.

This policy is intended to address both chronic absenteeism and truancy. California Education Code (EC) Section 60901 defines a chronic absentee as a student who has missed 10 percent or more of school days for any reason, including unexcused or excused absences and suspensions, during the days enrolled. California Education Code (EC) Section 48260 defines truancy as missing three days of school or being more than 30 minutes late to class without a valid excuse three times in one school year.

POLICY DETAILS:

1. The Executive Director will ensure that an annual notification regarding excused absences and the school attendance policy is sent to parents/guardians.
2. Excused Absences
 - 2.1 A student shall be excused from school when the absence is:
 - 2.1.1 A legally excused absence within the following categories:
 - 2.1.1.1 Due to illness,
 - 2.1.1.2 Due to quarantine under the direction of a county or city health officer,
 - 2.1.1.3 Due to medical, dental, optometry, or chiropractic appointments,
 - 2.1.1.4 Attendance of funeral services for a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California,
 - 2.1.2 Due to justifiable personal reasons, including an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats.
 - 2.1.3 Absences not otherwise identified in this section require written permission from the Executive Director or designee in order to be

classified as an excused absence. If permission is not obtained then the absence will be recorded as an unexcused absence.

3. Attendance Monitoring

3.1 Attendance monitoring will fall within the duties of the Attendance Clerk or alternative employee as defined by the Executive Director. Daily attendance will be monitored through Q Attendance. Every recorded absence will be followed up with a phone call to the student's residence to verify reason of absence.

3.2 Attendance reports are generated weekly for teacher review. Teachers validate the accuracy of the report, then sign and file it for future reference. Reports are submitted monthly to the Business Services Authority ("BSA"). Attendance reporting for periods P1, P2, P3 is submitted to the BSA and State Department of Education.

4. Assignment Makeup Work

4.1 A student absent from school with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided.

4.2 Makeup assignments and tests must be made up in a reasonable period of time.

4.2.1 Unless otherwise agreed to with teacher upon return from absence, makeup assignments/tests must be completed within a period of time equal to the length of the absence. (e.g. 1 day absence = 1 additional day to make up assignments, 2 day absence = 2 additional days to make up assignments, etc.)

4.2.2 Makeup assignments and tests that are not completed within the agreed upon time period will be considered as non-completed for student grading purposes.

5. Verification of Absences

5.1 The school must receive appropriate verification of a legally excused absence by the end of the third day (72 hours) after the student returns for the absence to be considered excused. Otherwise, the absence will be recorded as an unexcused absence.

5.2 All absences must be verified by a parent or guardian via phone or in writing establishing that the pupil was absent for an excused reason.

5.3 For students who have been reported as ill on more than ten (10) days total for the school year to date, parents may be required by the school to file a doctor's note verifying that the student was too ill to attend school on those days reported. If the requested report is not filed by the parent, then any additional days beyond the ten (10) of illness will be recorded as unexcused absences.

6. Truant

6.1 Any student who is absent from school without valid excuse for three full days in one school year; or tardy or absent for more than any 30 minute period during the school day without a valid excuse on more than three days in one school year; or any combination thereof, is truant. (EC 48260) Upon each determination of truancy for a student, notification of the truancy shall be sent to the student's parent or guardian by first class mail or other reasonable means.

6.1.1 As clarification, a student with a 4th unexcused absence during the school year would be considered truant. All consecutive days of unexcused

absence within that 4th unexcused absence occurrence would be a continuation of the 1st truancy, not a separate 2nd truancy.

6.2 Any student who has been reported truant three or more times in one school year, and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and student, the student shall be deemed a habitual truant. Once designated as a habitual truant or the student has irregular attendance, the pupil shall be referred to the School Attendance Review Team (“SART”) for further action.

7. Parent or Guardian Notification of truancy (EC 48260.5)

7.1 At the first and each subsequent determination of truancy for a student, the school shall notify the student’s parent or guardian by first class mail or other reasonable means of the following:

7.1.1 That the student is truant.

7.1.2 That the parent or guardian is obligated to compel the attendance of the student at school.

7.1.3 That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (EC 48290) of Chapter 2 of Part 27.

7.1.4 That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the student’s truancy.

7.1.5 That it is recommended that the parent or guardian accompany the student to school and attend classes with the student for one day.

8. School Attendance Review Team Referral

8.1 Any student deemed to be a habitual truant or to have irregular attendance at school may be referred to the School Attendance Review Team for further action. The parent may also be cited by law enforcement for violation of the compulsory attendance laws. The Executive Director or designee shall notify the parent or guardian of the referral.

8.2 After three unexcused absences or tardies of more than 30 minutes during the school year, or for absences or tardies constituting 10% or more of the school year (on or after October 1st of each school year), the school sends the parent or guardian Truancy Letter #1. This initiates the SART referral process.

8.3 After four unexcused absences during the school year, or continued unexcused absences or tardies following Truancy Letter #1, Truancy Letter #2 is sent. Note the clarification within section 6.1.1. of this policy related to accounting of unexcused absences.

8.3.1 School Representative will make at least one documented in person or phone call attempt to parent or guardian to inform them verbally of the components contained in Truancy Letter #2

8.4 After five unexcused absences during the school year, or continued unexcused absences or tardies following Truancy Letter #2, Truancy Letter #3 is sent. Note the clarification within section 6.1.1. of this policy related to accounting of unexcused absences.

8.4.1 At this time the school will hold a SART meeting. The SART will formalize a contract with the student and the parent or guardian to resolve the problem(s). The contract is signed by the student, parents, or guardians. The contract is an agreement by the parents to improve the child’s attendance or face escalated actions.

- 8.4.2 The SART committee will consist of a minimum of 5 (five) members which shall be made up of the MATES Attendance Clerk, 2 (two) MATES teachers, 1(one) MATES Board Members, and the Executive Director or designee.
- 8.5 If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including expulsion from the school.
- 8.6 Unexcused Absence and Truancy counts are refreshed each school year. All unexcused absence or truancy counts accrued at the end of a school year are not carrier over to the next school year.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the student being subject to return to their home school/district and/or the parent guardian being referred to the District Attorney’s office for legal action.

GOVERNANCE:

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
SN-SAP-11152010	11/15/2010	Original Version
SN-SAP-11192012	11/19/2012	Reviewed and modified in accordance with review every two years requirement. Revised section 8.
SN-SAP-12122016	12/12/2016	Reviewed and modified in accordance with review every two years requirement. Clearly defined chronic absences and truancy.