

Students

BP 5113.1 (a)

CHRONIC ABSENCE AND TRUANCY

The Board of Education believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the District.

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 – Attendance Supervision)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify **individual** students **who are** classified as chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. ~~He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.~~

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

~~*(cf. 0400 – Comprehensive Plans)*~~

~~*(cf. 0410 – Nondiscrimination in District Programs and Activities)*~~

~~*(cf. 5126 – Awards for Achievement)*~~

~~*(cf. 5131 – Conduct)*~~

~~*(cf. 5131.2 – Bullying)*~~

~~*(cf. 5137 – Positive School Climate)*~~

~~*(cf. 5141.6 – School Health Services)*~~

~~*(cf. 5145.3 – Nondiscrimination/Harassment)*~~

CHRONIC ABSENCE AND TRUANCY (continued)

~~(cf. 0420—School Plans/Site Councils)~~
~~(cf. 0450—Comprehensive Safety Plan)~~
~~(cf. 0460—Local Control and Accountability Plan)~~
~~(cf. 0500—Accountability)~~

~~The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~
~~(cf. 5126—Awards for Achievement)~~
~~(cf. 5131—~~
~~Conduct)~~ ~~(cf.~~
~~5131.2—Bullying)~~
~~(cf. 5137—Positive School~~
~~Climate)~~ ~~(cf. 5141.6—School~~
~~Health Services)~~
~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.~~

~~Interventions for students with serious attendance problems shall be designed to meet the specific needs of the student and may include,~~ **Students with serious attendance problems shall be provided with interventions specific to their needs, which may include,** but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, **attendance supervisor,** or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

~~(cf. 1400—Relations Between Other Governmental Agencies and the Schools)~~
~~(cf. 5030—Student Wellness)~~
~~(cf. 5146—Married/Pregnant/Parenting Students)~~
~~(cf. 5147—Dropout Prevention)~~
~~(cf. 6158—Independent Study)~~
~~(cf. 6164.2—Guidance/Counseling Services)~~
~~(cf. 6164.5—Student Success Teams)~~
~~(cf. 6173—Education for Homeless Children)~~
~~(cf. 6173.1—Education for Foster Youth)~~
~~(cf. 6173.2—Education of Children of Military Families)~~
~~(cf. 6175—Migrant Education Program)~~

CHRONIC ABSENCE AND TRUANCY (continued)

(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

(cf. 4131 - Staff Development)

Students who are identified as **chronically absent or** truants shall be subject to the interventions specified in law and administrative regulation.

(cf. 5113.12 - District School Attendance Review Board)

A student's truancy, tardiness, or other absence from school shall not be the sole basis for ~~his/her~~ suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent, **attendance supervisor**, or designee shall periodically report to the Board regarding ~~the district's progress in improving~~ student attendance **patterns in the district, including of chronic absence and truancy districtwide rates for all students** and for each school, grade level, and numerically significant **student subgroup population as defined in Education Code 52052**. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to make **annual goals and specific actions for student attendance and engagement to be included in the district's local contraol and accountability plan and other applicable school and district plans. changes as needed**. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

(cf. 0500 – Accountability)
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

Legal References:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)

CHRONIC ABSENCE AND TRUANCY (continued)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48297 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers_

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes_

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CSBA PUBLICATIONS

~~Attendance Awareness Month, Fact Sheet, September 2014~~

ATTENDANCE WORKS PUBLICATIONS

District Attendance Tracking Tool

For School Board Members: Frequently Asked Questions About Chronic Absence

School Attendance Tracking Tool

Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015

~~Count Us In! Working Together to Show that Every School Day Matters, 2014~~

The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

CDE PUBLICATIONS

School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, rev. 2018

~~School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015~~

~~School Attendance Improvement Handbook, 2000~~

WEB SITES

CSBA: <http://www.csba.org>

Attendance Works: <http://www.attendanceworks.org>

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

CDE: <http://www.cde.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

California School Climate, Health, and Learning Survey System: <http://www.cal-schls.wested.org>

CHRONIC ABSENCE AND TRUANCY (continued)

Policy amended: December 17, 2020

Policy amended: June 11, 2020

Policy amended: May 16, 2013

Policy amended: January 27, 2011

Policy amended: March 5, 2009

Students

AR 5113.1 (a)

CHRONIC ABSENCE AND TRUANCY

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse 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 three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and ~~his/her~~ the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263 and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5 and AR 5113 – Absences and Excuses. A valid excuse ~~also~~ may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 - Absences and Excuses)

(cf. 5113.2 - Work Permits)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent, attendance supervisor, or designee shall communicate with the student and ~~his/her~~ the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 5113.11 - Attendance Supervision)

(cf. 6020 - Parent Involvement)

The student may be referred to a student success team or school-site attendance review team to

ALVORD UNIFIED SCHOOL DISTRICT
Riverside, California

CHRONIC ABSENCE AND TRUANCY (continued)

assist in evaluating ~~his/her~~ **the student's** needs and identifying strategies and programs ~~that may assist him/her~~ **to assist the student.** When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with Education Code 48263 and item #3 in the section "Addressing Truancy" below.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1- Education for Foster Youth)
(cf. 6173.2- Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grades.

(cf. 5121 – Grades/Evaluation of Student Achievement)
(cf. 6158- Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work Based learning)
(cf. 6179- Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a **health, social-emotional, family or other** non-school condition, the Superintendent or designee may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and ~~his/her~~ **the student's** family.

(cf. 1400- Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.6 - School Health Services)

Addressing Truancy

An attendance supervisor or designee, peace officer, or school administrator or designee may, **as applicable**, arrest or assume temporary custody during school hours of any minor student found away from ~~his/her~~ home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody **of a minor** shall deliver the student and make reports in accordance

CHRONIC ABSENCE AND TRUANCY (continued)

with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

(cf. 3515.3- District Police/Security Department)

The Superintendent, **attendance supervisor**, or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant, as defined above, the following steps shall be implemented based on the number of trancies ~~he/she~~ **the student** has committed:

1. Initial truancy
 - a. A student shall be reported to the Superintendent, **attendance supervisor**, or designee. (Education Code 48260)
 - b. The **student's** parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
 1. The student is truant.
 2. The parent/guardian is obligated to compel the student to attend school, **and if** ~~if~~ the parent/guardian who fails to meet this obligation, ~~he/she~~ **the parent/guardian** may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
 3. Alternative educational programs are available in the district.
 4. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
 5. The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
 - ~~6. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.~~
 6. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

- a. The student may be required to attend makeup classes on one day of a weekend

CHRONIC ABSENCE AND TRUANCY (continued)

pursuant to Education Code 37223. (Education Code 48264.5)

- b. The student and, as appropriate, ~~his/her~~ **the student's** parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)
- c. The Superintendent, **attendance supervisor**, or designee may notify the district attorney and/or probation officer of the student's name and the name and address of ~~his/her~~ **the student's** parents/guardians. (Education Code 48260.6)

7. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the **Superintendent, attendance supervisor, or** designee as a truant if ~~he/she~~ **the student** is absent from school without valid excuse one or more days or is tardy on one or more days **during the school year**. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, ~~he/she~~ **the student** shall be subject to item #3 below. (Education Code 48264.5)
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and ~~his/her~~ **the student's** parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
- e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)
- f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

8. Third truancy (habitual truant)

- a. A student who is habitually truant, **a chronic absentee**, ~~irregular in school attendance~~, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. (Education

CHRONIC ABSENCE AND TRUANCY (continued)

Code 48263, 48264.5)

(cf. 5113.12 - District School Attendance Review Board)

- b. Upon making a referral to the SARB or the probation department, the Superintendent, ~~attendance supervisor, or designee~~ **other person designated to make the referral** shall provide the student, ~~the student's and~~ parent/guardian, ~~and SARB or probation department with documentation of the interventions undertaken by the school. The attendance supervisor or designee shall also provide the student and the students' parent/guardian,~~ in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or probation officer to consider a proper disposition of the referral. (Education Code 48263)
 - c. If the student does not successfully complete the truancy mediation program or other similar program, ~~he/she~~ **the student** shall be subject to item #4 below. (Education Code 48264.5)
 - d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or ~~his/her~~ **the student's** parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer. (Education Code 48263)
9. Fourth truancy
- a. Upon ~~his/her~~ **the** fourth truancy within the same school year, the student ~~may~~ **shall** be ~~referred to within~~ the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
 - b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall ~~inform~~ **notify** the juvenile court and the student's probation or parole officer whenever that student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be so notified within 10 days of the violation. (Education Code 48267)
10. Chronic truancy (unexcused absence for 10 percent of school days)
- a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
 - b. If a chronically truant student is at least age six years and is in any of grades K-8,

CHRONIC ABSENCE AND TRUANCY (continued)

the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1

Records

The Superintendent, **attendance supervisor**, or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. **In addition, the attendance supervisor, designee, and/or the staff persons who have direct contact with the student or parent/guardian shall document all contacts regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.** ~~The Superintendent or designee also shall document all contacts regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.~~

(cf. 5125 - Student Records)

The Superintendent, **attendance supervisor**, or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the SARB and the number of requests for petitions made to the juvenile court. (Education Code 48273)

Regulation amended: December 17, 2020

Regulation amended: June 11, 2020

Regulation amended: May 16, 2013

Regulation amended: January 27, 2011

Regulation amended: March 5, 2009

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