

# Rocklin Unified School District



## Attendance Handbook 2019-20

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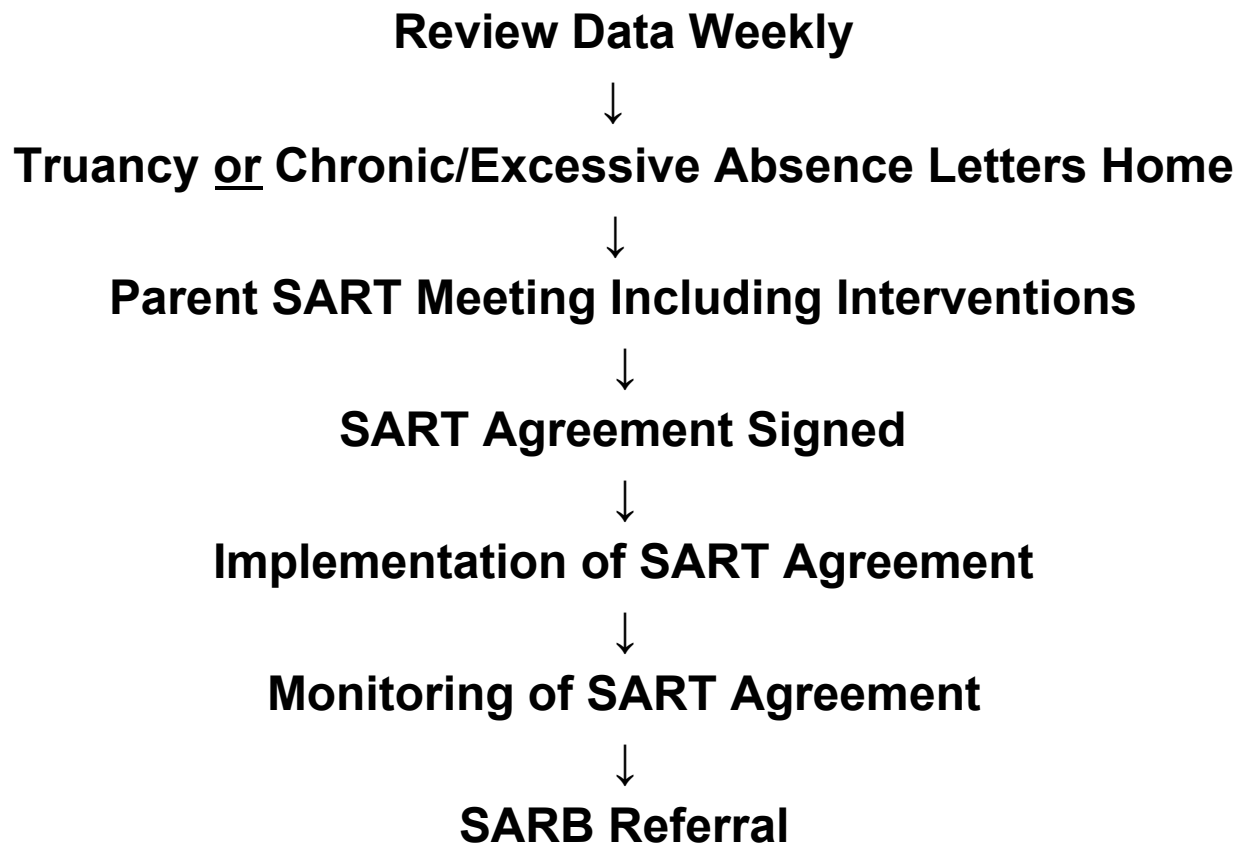
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## IMPORTANT DEFINITIONS

<p><b>Truant</b></p>	<p>Any pupil subject to compulsory full-time education or compulsory continuing education who is absent from school without a valid excuse three full days, 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, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district. (EC Section 48260[a])</p>
<p><b>Habitual Truant</b></p>	<p>A pupil is deemed to be an habitual truant if he or she has been reported as a truant on three or more occasions in a school year, provided that an appropriate district employee has made a conscientious effort to hold at least one conference with a parent or guardian and the pupil, after sending either of the notices required by Section 48260 or Section 48261. A “conscientious effort” means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call. (EC Section 48262)</p>
<p><b>School Attendance Review Team (SART)</b></p>	<p>SART is a School Site Team which includes the parent, the student, Principal or designee, and can also include the School Resource Officer, the counselor and teacher(s). The goal of this team is to identify possible solutions to improving the students' attendance and/or behavior. At this meeting the student, parent/guardian, and school sign and agree to terms of a contract.</p>
<p><b>School Attendance Review Board (SARB)</b></p>	<p>The SARB is a panel composed of school and community representatives who meet regularly to combine their expertise and maximize their resources in an effort to develop solutions to persistent school attendance concerns. Students are referred to the SARB by their home school when attendance problems have not been resolved through the usual avenues of classroom, school, and district interventions. The SARB aims to work cooperatively with students and families to alleviate the factors that interfere with regular school attendance. However, if the student and/or parents decline to work with the SARB and the student continues to be truant or tardy from school, the SARB will take the necessary steps to ensure enforcement of compulsory attendance laws.</p>

<p><b>Chronic Absentee</b></p>	<p>“Chronic absentee” means a pupil who is absent on 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays. (EC60901 (c) (1))</p>
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**Rocklin Unified School District  
Student Attendance Review Team Flowchart**



# Rocklin Unified School District Attendance Letter Matrix

Excused Absences For Illness			Unexcused Absences		
EXCUSED ABS (30+ min excused tardy = excused absence or period	INTERVENTION	LETTER	UNEXCUSED ABS (30+ minute unexcused tardy = unexcused absence or period	INTERVENTION	DETENTION/ SARB LETTER (Send SARB Letters Receipt Requested
5th Day/Period	Call Home and Meeting with Student				
10 <sup>th</sup> Day/Period	SART and Possible Chronic Absence Form	Excused Absence Letter			
14th Day/Period		Excused Absence Letter; Dr. note now required			
15th Absence w/o Verification →			1 <sup>st</sup> Unexcused Absence	Automated Phone Call to Parent	Monitor for further intervention
16th Absence w/o Verification →			2 <sup>nd</sup> Unexcused Absence	Automated Phone Call and to Parent	Monitor for further intervention
17th Absence w/o Verification →			3 <sup>rd</sup> Unexcused Absence	Automated and personal Phone Call to Parent; Meet with Student	LETTER #1 Student Declared a Truant
18th-19th Absence w/o Verification →			4th-5 <sup>th</sup> Unexcused Absence	Automated Phone Call and to Parent	
20th Absence w/o Verification →			6 <sup>th</sup> Unexcused Absence	Automated Phone Call and to Parent	LETTER #2 Student Truant
21st-22nd Absence w/o Verification →			7th-8th Unexcused Absence	Automated Phone Call and to Parent	
23rd Absence w/o Verification →			9th Unexcused Absence	Automated and Personal Call to Parent and SART Meeting Scheduled	Letter #3 Student Declared Habitual Truant
23rd Absence w/o Verification →			10th Unexcused Absence	Referral to County SARB	Letter #4 Truancy Summary Letter; SARB Hearing Scheduled

## RUSD ATTENDANCE LETTERS

### ***TRUANCY LETTER 1***

Dear Parent/Guardian of [FN] [LN]:

In an effort to continue to strive for academic excellence for all students, it is imperative that children be in school on a daily basis, on time, and stay for the entire day. Unfortunately, our records indicate that [FN] has not completely met this criteria and has therefore been deemed to be truant.

Education Code Section 48260 – Truant: Any pupil subject to full-time education who is absent from school without valid a 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, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

The following report (also see the Aeries Parent Portal for further details) indicates the total number of days [FN] has been marked with an unexcused absence or has been marked tardy when arriving 30 minutes or more late on any given school day:

#### **“Attendance Report Here”**

Upon a pupil’s initial classification as being truant, the school district is required to notify you, the pupil’s parent/guardian, of the following Education Code 48260.5:

1. That the pupil is truant.
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. That parent/guardian who fail to meet this obligation may be guilty of an infraction and subject to prosecution.
4. That Alternative Educational programs are available in the district.
5. That the parent/guardian has the right to meet with the appropriate school personnel to discuss solutions to the pupil’s truancy.
6. That the pupil may be subject to prosecution.
7. That the pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7.
8. That it is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.

Absences or excessive tardies for any reason affect your child’s education and increase the chances for failure. Tardies also interrupt the classroom and interfere with the learning environment for all students.

Please be advised that this notification is the first in the School Attendance Review Team (SART) process. Cooperation in fulfilling your obligations to send your child to school is appreciated. Please call the school if you have any questions about the accuracy of our attendance record.

Sincerely,

Principal

cc: Student File

## **TRUANCY LETTER 2**

Dear Parent/Guardian of [FN] [LN]:

The objective of our school is to establish an educational environment that supports the learning and success of all our students. It is important that your child attend school every day so that they may be as successful as possible. Truancy, unexcused absences, or excessive absences affect the child's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for all students.

This second letter is to inform you that your [FN] continues to have an attendance problem. The following report (also see the Aeries Parent Portal for further details) indicates the total number of days [FN] has been marked with an unexcused absence or has been marked tardy when arriving 30 minutes or more late on any given school day:

### **“Attendance Report Here”**

In accordance with Education Code 48205, 48216, 48211, 49451, 46010.1 -Legally Excused Absences: A student may be excused legally from school when the absence is for the following reasons:

- \*Due to his/her illness
- \*Medical, dental, optometric or chiropractic appointments
- \*Attending the funeral services of a member of his/her immediate family  
(one day if in California and not more than three days if outside of California)
- \*Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student's absence may be excused for justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion

Please see Education Codes 48205, 48216, 48211, 49451, 46010.1-Legally Excused Absences for additional legally excused reasons to miss school.

Your child is a valued member of our school community. We would like to help ensure that they attend regularly and are successful in school. We have many resources on campus to support students and families. Please ask for assistance from school personnel and we will support you and your child's needs.

If attendance for [FN] does not improve, the next step in the School Attendance Review Board (SART) process will include a mandatory SART meeting at the school.

Please call the school if you would like to request support for you or your child or if you have any questions about the accuracy of our attendance records.

Sincerely,

Principal

cc: Student File

## **TRUANCY LETTER 3**

Dear Parent/Guardian of [FN] [LN]:

Truancy, unexcused absences, or excessive excused absences hurt the child's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for all students.

This third letter is to inform you that [FN] continues to have an attendance problem and is now considered a habitual truant and/or chronic truant. The following report (also see the Aeries Parent Portal for further details) indicates the total number of days [FN] has been marked with an unexcused absence or has been marked tardy when arriving 30 minutes or more late on any given school day:

### **“Attendance Report Here”**

Education Code Section 48262 – Habitual Truant: Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.

We have been unsuccessful with our attempts at working with you to resolve your child's attendance problems. Due to this being your child's third letter, you will be contacted by someone at the school to attend a School Attendance Review Team Meeting (SART). The SART consists of a school administrator and other support staff deemed necessary at the meeting. The purpose of the SART meeting is to address the issues affecting your child's attendance and offer intervention strategies and supports for you and your child.

If your child does not show improved attendance as a result of the SART meeting, your family may be referred to the Placer County Office of Education School Attendance Review Board (SARB).

Sincerely,

Principal

cc: Student File





## **TRUANCY LETTER 4**

Dear Parent/Guardian of [FN] [LN]:

This is the fourth letter being sent to you to inform you that [FN] continues to have an attendance problem and is now considered to be in defiance of all school authority intended to remedy this situation.

The following attempts have been made to correct this situation:

- Attendance Letter #1 sent on: \_\_\_\_\_
- Attendance Letter #2 sent on: \_\_\_\_\_
- Attendance Letter #3 sent on: \_\_\_\_\_
- SART Meeting and Attendance Agreement on: \_\_\_\_\_

You are now found to be in violation of the School Attendance Review Team (SART) Agreement. As a result, we must take the action of referring you to the Placer County Office of Education School Attendance Review Board. A representative of PCOE SARB will be contacting you about a scheduled meeting.

This meeting is considered to be in compliance with RUSD's School Attendance Review Team, who may refer this matter to the Placer County District Attorney's office for prosecution pursuant to Penal Code 272 and/or Education Code 48290.

The following report (also see the Aeries Parent Portal for further details) indicates the total number of days [FN] has been marked with an unexcused absence or has been marked tardy when arriving 30 minutes or more late on any given school day:

### **“Attendance Report Here”**

Please be advised that this notification is the fourth in the School Attendance Review Team (SART) process. Cooperation in fulfilling your obligations to send your child to school is appreciated. Please call the school if you have any questions about the accuracy of our attendance record.

Sincerely,

Principal

cc: Student File

## PCOE SARB REFERRAL CHECKLIST

1	Date	
2	Name of person submitting form	
3	Title of person submitting form	
4	Email address of person submitting form	
5	Phone number of person submitting form	
6	School name	
7	School district	
8	Date counseled student after unexcused ab.	
9	Date called parent after unexcused absences	
10	Date sent truancy letter #1	
11	Date sent truancy letter #2	
12	Date sent truancy letter #3	
13	Date of SAM/SART meeting	
14	Set up SAM/SART agreement?	
15	Date sent truancy letter #4	
16	Name of student	
17	Student gender	
18	Student age	
19	Student grade	
20	Student lives with	
21	Parent/guardian (Dad)	
22	Date of birth (Dad)	
23	Home, cell, work phone (Dad)	
24	Email(s) (Dad)	
25	Parent/guardian name (Mom)	

26	Date of birth (Mom)	
27	Home, cell, work phone (Mom)	
28	Email(s) (Mom)	
29	Address	
30	Primary Language	
31	Interpreter needed?	
32	Siblings name, age, grade, school	
33	Total days in attendance	
34	Total days of possible attendance	
35	Total days excused absences	
36	Total days unexcused absences	
37	Total number of days truant tardies (+30 min.)	
38	Total periods absent (HS)	
39	Total days suspension	
40	Total days of attendance previous year	
41	Factors affecting attendance	
42	Agencies w/ which student/family involved	
43	Name of probation officer if applicable	
44	Health issues	
45	Reason for referral	
46	Educational program modifications, interventions, and other remedial actions	
47	Special programs (RSP 504, etc.)?	
48	Alternative program/class/school	
49	Referral to: SPED Assessment, counseling, health services, SAM meeting	
50	Qualified for SPED?	
51	Qualified for 504?	

52	All supporting documentation	
53	Recommendations to PCOE SARB (What supports would referring school like SARB to provide	

## CHRONIC/EXCESSIVE ABSENCE LETTER #1

Dear Parent/Guardian,

Your child's social/emotional well being and academic success is important to us. In an effort to continue to strive for academic excellence for all students, it is imperative that children be in school on a daily basis, on time, and stay for the entire day. Unfortunately, our records indicate that [FN] meets the criteria of being chronically absent.

EC 60901 defines "chronic absentee" as a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

The following report (also see the Aeries Parent Portal for further details) indicates the total number of days [FN] has been marked with an excused absence.

### **"Attendance Report Here"**

RUSD allows 14 days of excused absences without verification of illness from a medical professional.

A child may be excused from school when the absence is for the following reasons:

\*Due to his/her illness

\*Medical, dental, optometrist or chiropractic appointments

\*Attending the funeral services of a member of his/her immediate family

(one day if in California and not more than three days if outside of California)

Please see Education Codes 48205, 48216, 48211, 49451, 46010.1-Legally Excused Absences for additional legally excused reasons to miss school.

After 14 days of unverified excused absences, you are required to provide verification from your child's physician to clear additional absences (CA Education Code 46011).

**It is necessary for us to meet to discuss the issues preventing [FN] from attending school regularly.** You will be contacted by someone at the school to attend a School Attendance Review Team Meeting (SART). The SART consists of a school administrator and other support staff deemed necessary at the meeting. The purpose of the SART meeting is to address the issues affecting your child's attendance and offer intervention strategies and supports for you and your child.

Your child is a valued member of our school community. We would like to help ensure that they attend regularly and are successful in school. We have many resources on campus to support students and families. Please ask for assistance from school personnel and we will support you and your child's needs.

Sincerely,

Principal

cc: Student File

## Chronic/Excessive Absence Letter #2

Dear Parent/Guardian,

Your child's social/emotional well being and academic success is important to us. In an effort to continue to strive for academic excellence for all students, it is imperative that children be in school on a daily basis, on time, and stay for the entire day. Unfortunately, our records indicate that [FN] meets the criteria of being chronically absent.

EC 60901 defines "chronic absentee" as a pupil who is absent on 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

The following report (also see the Aeries Parent Portal for further details) indicates the total number of days [FN] has been marked with an excused absence.

### **"Absence Report Here"**

RUSD allows 14 days of excused absences without verification of illness from a medical professional. It is from this time forward that you are required to provide verification from your child's physician to clear additional absences (CA Education Code 46011).

If [FN] is now absent without a physician's verification, the next step in the School Attendance Review Team (SART) process will be documenting each successive absence as an unexcused absence. After three unexcused absences, [FN] will be considered truant.

Education Code Section 48260 – Truant: Any pupil subject to full-time education who is absent from school without valid a 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, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Please call the school if you would like to request support for you or your child or if you have any questions about the accuracy of our attendance records.

Sincerely,

Principal

cc: Student File

# RUSD MTSS INTERVENTIONS FOR ATTENDANCE

## **Tier III INTERVENTIONS (90%Attendance)**

- SART/SARB Meetings
  - Request police welfare check
  - Connect with Health Services, CPS, foster care
  - School Based Counseling
  - Assist family in contacting community resources
  - Review SST meeting actions
  - Monitor SAM and SARB agreements
  - Attendance recognition
  - Connect with tutor
- Targets Resources including bus passes, food gift cards, alarm clocks, etc.

## **Tier II INTERVENTIONS (90-94%Attendance)**

- Follow up calls on students approaching chronic absences
- Admin meets with student regarding absences
- Trust building SST
- Attendance letters
- Home visit with 3 consecutive absences and no other contact
- Explore classroom change if teacher/student/parent not a good fit
- Mentors
- Daily check-in with staff member
- Special time with staff when student is isolated during lunch time
- Group counseling/support groups
- Monthly Student Support Team meetings
- Identify students with absence issues from previous year during summer
- Healing circles
- Peer conflict mediation
- Recognition for meeting attendance goals
- Social worker inquires about housing, food, transportation needs

## **Tier I INTERVENTIONS (95% Attendance)**

- Public attendance recognition
- Attendance policy in handbook
- School climate assessment
- Anti bullying focus
- All staff trained to identify mental health issues
- Regular attendance review
- Attendance tracking system
- Welcoming school environment
- Clear rules and codes of conduct
- Volunteer tutors
- Parent-teacher conferences