



School Attendance Review Board Process

Education Code Section 48320

Pursuant to *EC* Section 48200, every child from the age of six to eighteen in the district is required to attend school regularly in order to make a successful transition to the next grade level and to graduate with a high school diploma. All enrolled students, regardless of age, will be held to the same district school attendance rules.

The Allegiance STEAM Academy (ASA) Board recognizes that a vigilant supervision of attendance to improve attendance rates and to reduce truancy rates, chronic absenteeism rates, and dropout rates is vital to the learning and achievement of children on the margins of the educational system. Reducing chronic absenteeism rates and reducing the dropout rates while improving graduation rates are priorities reflected in the ASA LCAP.

Because supervision of attendance is an essential component of an effective school attendance program, the CEO will designate an employee to supervise attendance. The Attendance Clerk will be responsible for managing an attendance program that reaches every student, is conducted in collaboration with local resources, uses chronic absenteeism and dropout data by grade level and pupil subgroup to modify interventions, and shares outcomes with the CEO, the authorizer, and County Superintendent; all SARB representatives; and the ASA Board.

A letter will be sent to the parent at the following intervals for unexcused or truancy absences:

Third (3) - Unexcused absences: Classified as a Truant (reported to attendance clerk) 1st Letter sent to home.

Sixth (6) - Unexcused absences: Second Truancy (again reported to attendance clerk) 2nd Letter and School Attendance Review Team (SART) meeting or meeting with administrator.

Ninth (9) - Unexcused absences: Third Truancy (classified as a habitual truant and subject to summons to appear at a School Attendance Review Board (SARB)).

Note: Ten (10) **excused** absences are considered to be excessive. Education Code Sec. 48260 - Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse more than (3) days or tardy or absent for more than any 30-minute period during the school day without a valid excuse or three occasions in one school year, or

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any combination thereof, is a truant and shall be reported to the attendance administrator or superintendent of the school district.

Unexcused Absences

If your student is going to be absent for any reason from school, please notify the office by 9:00 AM through email at attendance@asathrive.org or call **(909) 465-5405**. Office staff would prefer an email regarding the absence, to help with call volume in the morning. You may choose to include your child's teachers in your email, but it is not necessary.

California Education Code Sections 46010 and 48205 identify the acceptable reasons for "excused" absences as follows:

- Illness
- Medical or dental appointments
- Funerals in the family (1 day if in California, 3 days if outside California)
- Religious holidays
- The quarantine of the family by health officials, and
- Necessary court appearances

As a matter of law, all other absences are considered "unexcused".

If you do not report your child's absence on the day(s) he/she is absent, the school will make an attempt to contact the Parent/Guardian, once a day for three days. After the third day, if we have not heard from you the absence will be marked as "unexcused."

Truancies

Any student who is absent without a valid excuse (as determined by the State of California, see above) on three or more occasions in one school year is considered truant (Ed. Code sect. 48260). When a student reaches, three, six, and nine unexcused absences (these may be full day or period absences) a truancy letter will be mailed to the parent.

When a parent takes their child out of school early, for reasons not acceptable as excused, for longer than a 30 minute period, more than three times during the year, that child becomes a truant.