

**SIERRA COUNTY OFFICE OF EDUCATION  
SCHOOL ATTENDANCE REVIEW BOARD MEETING  
February 16, 2017, Sierra County Office of Education  
109 Beckwith Road, Bldg 4, Loyalton, California  
Polycam available at Downieville School, 130 School St., Downieville, CA 95936  
~~9:00 a.m.~~ 9:15 a.m.**

*Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.*

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at Sierra County Office of Education, 109 Beckwith Rd., Room 3, Loyalton, CA 96118 and attached to the SARB online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

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**AGENDA**

**I. CALL TO ORDER**

**II. APPROVAL OF THE AGENDA**

**III. APPROVAL OF THE MINUTES** of the December 15, 2016, SARB meeting

**IV. PUBLIC COMMENT**

This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda and/or to address the issues to be held in closed session. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Government Code 54954.3)

**V. DISCUSSION/ACTION ITEM**

1. Rebecca Dunsing, Sierra County Probation Officer, Ex-Officio Member, to have full voting privilege on the School Attendance Review Board
2. Organizational Charts for Excused and UnExcused Absences\*\*
3. Letter Revisions\*\*

**VI. CLOSED SESSION**

Open Session is now closed. The Student Attendance Review Board will now move into Closed Session to consider and/or take action upon student or attendance related matters. Pursuant to Education Code Sections 35146 and 48912, the Board may hold closed sessions to consider an action against a pupil.

**1. CASE REVIEW/PLANNING**

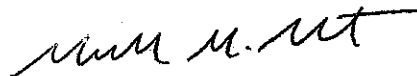
- a. Watch List
- b. School
- c. Law Enforcement
- d. Human Services/Mental Health

**VII. RETURN TO OPEN SESSION**

**VIII. REPORT OUT/ACTION ITEMS**

**IX. NEXT MEETING DATE** will be March 16, 2017.

**X. ADJOURN**



\_\_\_\_\_  
Merrill M. Grant, Ed.D.

## ABSENCES AND ACCEPTABLE EXCUSES

Education Code Section 48205 identifies the acceptable reasons for "excused" absences. Students who are "excused" must be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work. Up through 1997-1998, Average Daily Attendance (ADA) included excused absences, but effective 1998-99 excused absences no longer count towards ADA.

The types of absences identified include the following:

- Personal illness (school may require doctor's note and will require doctor's verification if absences are excessive.)
- Quarantine under the direction of health officer.
- Personal medical appointment. This requires a doctor's note.
- Funeral services of parent, sibling, grandparent, brother-in-law, or any relative living in the child's immediate household (limit is one day in the state, and three days out of state).
- Student serving on jury duty.
- Exclusion for medical reasons (not to exceed 5 school days).
- Personal court appearance (requires verification).
- Prior principal approval for employment conference.
- Observance of a religious holiday or ceremony (recommend three days advance notice to school).
- Religious retreat (limited to hour hours per semester).
- He or she is the custodial parent of a child who is ill or has a medical appointment during school hours.
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services per Ed Code 48205(a) 9.

Education Code Section 48205 states that the site principal or SARB may require verification by a school official or physician if absences for health reasons appear excessive and may require prior notice from parents for absences excused for justifiable personal reasons, such as non-emergency appointments or permitted religious instruction or retreats. (EC 46014, 48205)

An absence for religious observance or exercise may be considered "excused." Education Code Section 46014 identifies parameters for this type of absence:

1. For moral or religious instruction
2. Student must attend minimum school day hours
3. Recommend three days advance written request from parent

Students who are 18 years of age or older or who are emancipated may provide their own excuses for absences, and the principal may require verification from a physician or designated school official. (ED 46012).

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### **SCHOOL ATTENDANCE REVIEW BOARD PROCESS**

To comply with the above California Education Codes, the Sierra-Plumas Joint Unified School District follows these procedures:

If your student has three unexcused absences and/or tardies – you will receive a letter of concern and the Student Navigator is informed and may contact you. (The Student Navigator position is a mediator employed by the County of Sierra.)

If the unexcused absences and/or tardies continue to four – you will receive a notice and the Student Navigator will contact you and offer strategies to improve your child's attendance.

If the unexcused absences and/or tardies continue to five – you will receive a notice informing you that the Student Navigator, Principal, Parent/Guardian and Probation have scheduled a casual meeting with you.

Parent/Guardians are called to a mandatory School Attendance Review Board hearing after the sixth unexcused absence or tardy. The Principal, Student Navigator, Superintendent, Law Enforcement and Sierra County Behavioral Health are in attendance.

LETTER OF CONCERN  
SENT WHEN ABSENT/TARDY 3X  
UNEXCUSED

ADD ABSENCES/EXCUSES

^[letter.date]

To the Parents of:

^(first\_name) ^(last\_name)

^(mailing\_street)

^(mailing\_city), ^(mailing\_state) ^(mailing\_zip)

Re: ^(first\_name)

Dear Parents/Guardians:

Your child's success continues to be our number one priority, and attendance plays a key role in school success. During a recent review of attendance reports, your child, ^(first\_name), was identified as accumulating three or more unexcused absences and/or tardies of 30 minutes or more. Please refer to the attached attendance report regarding your child's current attendance. If you note any errors, please contact me immediately.

As the parent/guardian, you are required by law to ensure that your child attends school regularly in accordance with §48260.6(a) of the California Education Code. Please refer to the California Education Code on the reverse of this letter for a list of valid reasons for absences. Please take the necessary steps to ensure your child's attendance improves in order to avoid further action. If a medical condition exists that interferes with your child's regular and timely attendance, please contact the school to discuss alternative educational options.

If you have any questions regarding this notification, please call me. I stand ready to assist you in finding solutions to this issue. Your child's education is our number one priority.

Sincerely,

, Principal

## Absences and Acceptable Excuses

Education Code Section 48205 identifies the acceptable reasons for "excused" absences. Students who are "excused" must be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work. Up through 1997-98, Average Daily Attendance (ADA) included excused absences but, effective 1998-99, excused absences no longer count towards ADA.

The types of absences identified include the following:

- Personal illness (school may require doctor's note and will require doctor's verification if school deems absences are excessive.)
- Quarantine under the direction of health officer.
- Personal medical appointment. This requires a doctor's note.
- Funeral services of parent, sibling, grandparent, brother-in-law, or any relative living in the child's immediate household (limit is one day in the state, and three days out of state).
- Student serving on jury duty.
- Exclusion for medical reasons (not to exceed 5 school days).
- Personal court appearance (requires verification).
- Prior principal approval for employment conference.
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- He or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

Education Code Section 48205 states that the site Principal, or the SARB may require verification by a school official or physician if absences for health reasons appear excessive and may require prior notice from parents for absences excused for justifiable personal reasons, such as non-emergency appointments or permitted religious instruction or retreats. (EC 46014, 48205)

An absence for religious observance or exercise may be considered "excused". Education Code Section 46014 identifies parameters for this type of absence:

- For moral or religious instruction
- Student must attend minimum school days hours
- Recommend three days advance written request from parent

Students who are 18 years of age or older or who are emancipated may provide their own excuses for absences, and the Principal may require verification from a physician or designated school official when necessary. (EC 46012)

First Notification of Truancy - UNEXCUSED  
SENT AFTER ABSENT 4X

^[letter.date]

To the Parents of:

^(first\_name) ^(last\_name)

^(mailing\_street)

^(mailing\_city), ^(mailing\_state) ^(mailing\_zip)

Dear Parent/Guardian:

A recent review of attendance reports indicate that your child, ^(first\_name), in the ^(grade\_level) grade was absent and identified as accumulating three or more absences and/or tardies for more than 30 minutes on \_\_\_\_\_ without a valid excuse. If any of these absences are in error, please contact me immediately. When a student is absent without a valid excuse, the student is considered truant according to California law.

As the parent/guardian, you are required by law to ensure that your child attends school regularly in accordance with §48260.6(a) of the California Education Code.

Unexcused Absences

*Education Code Section 48260 (a) - A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.*

Upon a pupil's initial classification as a truant, the school district is required to notify you, the pupil's parent/guardian, of the following:

1. The pupil is truant.
2. The parent/guardian is obligated to compel the attendance of the pupil at school.
3. Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Section 48290 the California Education Code.
4. There are alternative educational programs available in the district.
5. Parents/guardians have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Education Code Section 48260.5)
6. The pupil may be subject to arrest under Education Code Section 48264.

First Notification of Truancy - UNEXCUSED  
SENT AFTER ABSENT 4X

7. The pupil may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7.
8. It is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day. (Education Code Section 48260.5)

If applicable, we would like to inform you that regular school attendance is a requirement for public assistance through the CalWORKS program, and non-attendance may cause benefits to be reduced or stopped. [CalWORKS Employment Services Handbook, School Attendance (EAS 42-719)]

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school secretary or myself. Absences or excessive tardies for any reason affect your child's education and reduce opportunities for success in school. I have enclosed a copy of Absences and Acceptable Excuses. This identifies acceptable reasons to excuse an absence allowed by the State of California.

If your child's attendance does not improve, we will need to schedule a conference to discuss the situation. We would like to understand the barriers to your child's attendance and discuss how we can work together to make sure your child is in class and learning.

Our goal is to assist you in educating your child. If you have any questions regarding this notification, please call me. I stand ready to assist you in finding solutions to this issue. Your child's education is our number one priority.

Sincerely,

, Principal

cc: Student Cumulative File