

## Written Notifications/Corrective Steps

Upon a pupil's initial classification as a truant, the District shall notify the pupil's parent or guardian by first class mail or other reasonable means. The content of the written communication shall explain that the parent/guardian is obligated to compel the attendance of the pupil at school. It shall also explain that parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. The written notification shall include a statement that explains the parent/guardian's right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. The notification should also state that the pupil may be subject to prosecution. If student truancy continues after repeated written notification to the parent/guardian, other measures may be initiated by the District. These may include home visits by the District attendance administrator and/or a member of law enforcement or a law enforcement officer. Habitually truant students may be referred to a school attendance review board, a truancy mediation program operated by the county district attorney or probation officer, and/or juvenile court in accordance with law.

Truancy is a very strong term, and there are negative connotations attached to it. However, it is necessary that we all realize its ramifications for a student's educational experience and do our best to see that students attend school on a regular basis.

If you have any questions regarding this program, **please contact your school site principal.**

Should you require assistance with a truancy problem, **first speak with your school site principal** or contact Mr. Randy Miller, Administrator, at (661) 397-2200, ext. 6440.

<b>Berkshire Elementary</b>	<b>834-9472</b>
<b>Buena Vista Elementary</b>	<b>831-0818</b>
<b>Castle Elementary</b>	<b>834-5311</b>
<b>Hart Elementary</b>	<b>664-1296</b>
<b>Laurelglen Elementary</b>	<b>831-4444</b>
<b>Loudon Elementary</b>	<b>398-3210</b>
<b>Lum Elementary</b>	<b>664-1611</b>
<b>McAuliffe Elementary</b>	<b>665-9471</b>
<b>Miller Elementary</b>	<b>836-6689</b>
<b>Old River Elementary</b>	<b>664-7009</b>
<b>Panama Elementary</b>	<b>831-1741</b>
<b>Reagan Elementary</b>	<b>665-8099</b>
<b>Sandrini Elementary</b>	<b>397-1515</b>
<b>Seibert Elementary</b>	<b>832-4141</b>
<b>Stine Elementary</b>	<b>831-1022</b>
<b>Stockdale Elementary</b>	<b>831-7835</b>
<b>Van Horn Elementary</b>	<b>324-6538</b>
<b>Whitley Elementary</b>	<b>885-6600</b>
<b>Williams Elementary</b>	<b>837-8070</b>

<b>Actis Jr. High</b>	<b>833-1250</b>
<b>Stonecreek Jr. High</b>	<b>834-4521</b>
<b>Tevis Jr. High</b>	<b>664-7211</b>
<b>Thompson Jr. High</b>	<b>832-8011</b>
<b>Warren Jr. High</b>	<b>665-9210</b>
<b>Opportunity School</b>	<b>397-2200</b>

## **Panama-Buena Vista Union School District**

# **Student Attendance & Truancy**



## **Student Attendance/Truancy**

Student attendance at school on a regular basis is imperative. The Education Code states that parents/guardians of children between the ages of six and eighteen are obligated to send their children to school unless otherwise provided by law. District employees as representatives of the Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

### **Excused Absences**

Absences from school shall be allowed only for health reasons and justifiable personal reasons as permitted by law, or religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative procedures.

Some examples of excused absences include:

1. Personal illness or to care for a sick child.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family (mother, father, grandmother, grandfather, spouse, son, brother, sister, son-in-law, daughter-in-law, or any other relative living in the household).
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:

- a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Participation in religious instruction or exercises
    - (1) In such instances, the student shall attend at least the minimum school day.
    - (2) The student shall be excused for this purpose on no more than four school days per month.
  - f. When parents contemplate an absence for their child for personal reasons, their parent/guardian should write the principal to ask that the expected absence be excused. The principal or designee shall approve or disapprove the request pursuant to uniform district standards. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in manners of school attendance for the student or other students. If the request is denied, reasons will be given.
  - g. For the purpose of attending his/her naturalization ceremony to become a citizen of the United States.
  - h. 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, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
6. Exclusion, for up to five school days, for failure to present evidence of immunization or for treatment of head lice.

\* In the event of excessive absences due to special health care needs or social/emotional issues, please contact the school for proper resources.

### **Unexcused Absences**

Some examples of unexcused absences include:

1. Oversleeping
2. Cutting/ditching school
3. Family trips for pleasure/ recreation/ business purposes
4. Vacations
5. Parent/guardian fails to provide proper verification regarding student absence.

### **Truancy**

If a student has three unexcused absences, he/she is truant. Anytime a student is tardy for more than thirty minutes three times without a valid excuse, he/she is truant. It is also important that parents/guardians and school officials remember, the state legislature has established truancy and attendance laws.

According to the California Education Code, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without 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, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.