

Student Attendance Review Board (SARB) 17 * 2221 Argonne Ave., Long Beach, CA 90815

PARENT/GUARDIAN ATTENDANCE NOTIFICATION

Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Chronic absenteeism is defined as missing 10 percent or more of the school year, which is equivalent to 18 days out of a 180-day school year, regardless of whether absences are excused or unexcused. Truancy refers to unexcused full day or partial day absences only.

Below are Long Beach Unified School District's (LBUSD) policies and procedures for providing notification of a student's absences to the school. The following procedures will take effect immediately.

REPORTING ABSENCES:

- Student safety is the LBUSD's utmost concern. Therefore, if your child will be absent, please notify the school.
- *Please note that allowable reasons for absences apply to late arrivals and early departures. Parents must check their student out of the school office for all early departures. Students cannot be released to leave school without an authorized adult (parent/guardian or adult authorized on the emergency card), unless they are 18 years old.*

MONITORING ATTENDANCE

- Parents/Guardians are encouraged to monitor their student's attendance records on a regular basis through ParentVue.

CLEARING ABSENCES:

- Parents/guardians must clear all absences within 5 school days. After this time, parents/guardians must contact the school administrator for approval.
- To clear your child's absence, contact your child's school. A parent/guardian can also send a note with their child, email the school or clear the absence via ParentVue. The school's parent notification system will contact you when your child is absent (if you have requested notifications via phone or email).

VERIFICATION OF ILLNESS:

The LBUSD allows parents to excuse up to three (3) consecutive days or ten (10) illness absences in the school year without verification of illness from a medical professional or school employee (School Nurse). Anytime your child has a doctor's appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as excused. If verification is not provided, the child's absence will be recorded as unexcused until documentation is received. Per district policy, absences extending beyond the three (3) day consecutive rule or ten (10) illness absences in the school year will be considered unexcused, unless a parent/guardian provides a doctor's verification to the school. If a student suffers from a chronic condition that may affect their attendance, a parent can submit a [Certification of Chronic Medical Condition Form](#), so that absences related to the illness can be excused.

During the 2023-24 school year, illnesses can also be cleared through documentation of positive COVID-19 cases from a doctor's office, health department, lab or home test. If a student is ill or is

exhibiting any COVID-19 symptoms, they should stay home. However, they can return to school if their symptoms are mild and resolving regardless of the number of days since they tested positive. Wearing a mask after a positive COVID-19 test is recommended, but not required.

LEGALLY EXCUSED ABSENCES – PER EC 48205

- Due to the pupil’s illness, including an absence for the benefit of the pupil’s mental health or behavioral health (SB14 Chaptered October 8, 2021).
District policy- The district will allow three (3) consecutive days or “all day” illness absences or ten (10) illness absences in the school year without doctor’s verification. Absences after that will be recorded as unexcused. If the student surpasses the three-day (3) limit, or ten (10) illness absences in the school year or if illness absences seem to be pattern-based, a doctor’s or mental health provider’s verification note must be provided to the school. Thus, whenever the student has a medical or mental health related absence, a note must be submitted to excuse the absence.
- Quarantine under the direction of a health officer.
- Personal medical, dental, optometric or chiropractic appointment.
** District policy- Parent/guardian must provide doctor’s verification to the school or the absence will be unexcused. During the 2023-24 school year, illnesses of more than 3 days can also be cleared through documentation of positive COVID-19 cases from a doctor’s office, health department or lab or through an order to quarantine from the health department or school*.*
- Attending the funeral services or grieving the death of either a member of the pupil’s immediate family, or of a person that is determined by the pupil’s parent or guardian to be in such close association with the pupil as to be considered the pupil’s immediate family, so long as the absence is not more than five days per incident. AB350 . Chaptered October 13, 2023-effective January 1, 2024.
- Up to 5 days Student serving on jury duty (verification required).
- For illness or medical appointment of a child of whom the pupil is the custodial parent.
- 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 (up to 3 days).
- For the purpose of attending the pupil’s naturalization ceremony to become a United States citizen (AB 1593 – Chaptered July 25, 2016).
- For the purpose of participating in a [cultural ceremony](#) or event (AB 516 Chaptered September 24, 2021 effective January 1, 2022).
- Students in middle and high school who participate in a civic or political event for up to 1 school day per school year (SB 955 , effective January 1, 2023)
- Pursuant to EC 46010.1, school authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian.
- For any of the purposes described in items (i) to (iii) (below) , inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil’s parent or guardian to be in such close association with the pupil as to be considered the pupil’s immediate family, has died, so long as the absence is not more than three days per incident.
 - (i) To access services from a victim services organization or agency.
 - (ii) To access grief support services.
 - (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil’s parent or guardian to be in such close association with the pupil as to be considered the pupil’s immediate family, including, but not limited to, temporary or permanent relocation. Any absences beyond three days for the reasons described in this section shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260. AB 350. Chaptered October 13, 2023. Effective January 1, 2024.

Administrator Approval of Student Absence (Discretionary Excused Absences)

******District Policy- Must give three (3) days advance notice to the administrator***

Although absences for any reason are discouraged, the Parent/Guardian Request for Administrator Approval of Student Absences Form may be provided to parents/legal guardians requesting administrator approval for "justifiable personal reason" absences.

These absences include, but are not limited to:

- Funeral services for a member of the immediate family* (extended days outside of the legally excused allotted period).
- Personal court attendance or appearance (requires verification). Effective January 1, 2024
- Employment conference.
- Employment in the Entertainment Industry for a maximum of up to five absences per school year with a valid entertainment work permit.
- Observance of a religious holiday or ceremony (recommend three (3) days advance notice to school; up to four (4) days per school month), must be requested in writing and approved by the principal.
- Religious retreat (limited to one school day per semester). AB 1503 Chaptered October 13, 2023-effective January 1, 2024.
- Participating in a cultural ceremony or event, must provide note with information and date of cultural event (AB 516 Chaptered September 24, 2021, effective January 1, 2022).
- Participating in a civic or political event for up to 1 school day per school year (SB 955 , effective January 1, 2023)
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- Prior Principal approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the district's policy.
- Other reasons that are within the discretion of school administrators and, based on the factors of the pupil's circumstances, are deemed to constitute a valid excuse.

A pupil absent from school with an excused absence as described in this document will be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be eligible to receive full credit. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Section 48913.5 of California Ed Code - Homework assignments provided to suspended pupils

(a) Upon the request of a parent, a legal guardian or other person holding the right to make educational decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two or more schooldays the homework that the pupil would otherwise have been assigned.

(b) If a homework assignment that is requested pursuant to subdivision (a) and turned into the teacher by the pupil either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in the class.

This applies only to homework. A teacher is not required to allow students who are suspended to make up classwork and/or tests/quizzes missed during a suspension period.

Absences as described in this document are deemed as missed school days and count toward chronic absenteeism rates.

For purposes of the attendance policy, the following definitions apply:

(1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(2) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

UNEXCUSED ABSENCES

- Missed the bus
- Out of town
- Family vacation
- Any illness other than the student’s illness
- Accompany parent to a parent’s appointment, etc.

SHORT-TERM INDEPENDENT STUDY

For the 2023–24 school year, the LBUSD will offer long term independent study for students in **2nd-** 5th grade at Hudson Elementary School.

If a child will be out of school between three and fourteen days, LBUSD may offer short term Independent Study for students who need:

- Individualized study for a pupil whose health would be put at risk by in-person instruction, as determined by the parent or guardian of the pupil, or a pupil who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance.
- Continuing and special study during travel.

Independent study is an optional program available to students when it is appropriate and supports the student’s educational needs.

When students request short term independent studies for the reasons stated previously, parents will be required to sign a short-term independent study contract for the quarantine time, which may not exceed 14 days cumulative throughout the year. The contract (master agreement) must be signed within **10** days after the start of the short-term independent study. Students must complete all work assignments in order to avoid being marked absent.

- Student’s instructional setting will be changed to short-term independent study. However, the designated school will not change and will be able to return to in-person instruction immediately after quarantine.
- This will change the way a student’s attendance is taken during participation in short term independent study. Instead of negative attendance (which is how attendance is taken in in-person instruction), attendance will be taken by positive attendance. That is, a student will only receive attendance credit if required assignments are submitted. A code of CIS signifies that the student received attendance credit and a code of NIS means that the student did not get attendance credit and will count as an excused absence.

TEMPORARY MEDICAL RESIDENTIAL TREATMENT CENTER (RTC) HOSPITALIZATION

The Education Code provisions related to residency focus on providing consistent school enrollment for students. To that end, the Education Code has specific residency and enrollment requirements for students who are temporarily unable to attend their District of residence due to medical reasons. Ed. Code 48207(b) states that a school district of residence may continue to enroll the student while they are hospitalized within the boundaries of another district. Ed. Code 48240(c) indicates that a student’s absences while being hospitalized or in a residential facility are excused. These provisions help ensure continuity of enrollment and a smooth transition back to school for students after temporary medical treatment. When students are temporarily hospitalized in a Medical Residential Treatment Center, outside of the LBUSD district boundaries, their enrollment space will be held and absences will be considered excused. Students will maintain enrollment at their school of attendance and in each of their courses.

However, the school district where the RTC is located will be responsible for providing educational services to the students at the RTC. When a student is in an RTC within LBUSD district boundaries, home hospital instruction may be offered as an option, if eligible. Whether or not the home hospital option is accepted, the student's enrollment space in their last school of attendance, including all courses, will be held until they are discharged from the medical facility and are cleared to return to school. Anticipated absences will be marked in Synergy SIS, through the date of discharge, to prevent the system from making automatically generated attendance phone calls to parent/guardian.

CHRONIC ILLNESS

- If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).

TRUANCY

- State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minutes or more tardy.
- By law, written notices to parents/guardians regarding truancy and excessive absences are required. Parents will receive a truancy notification if their child has been 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.
- A second (2nd) truancy notification will be sent if the child has one additional unexcused absence and a parent conference will be required with the School Attendance Review Team or Student Success Team to discuss the child's absence and how the school can work with the family to ensure the child's success in school.
- The parent will receive a third truancy notification if a child has one additional unexcused absence. After the third (3rd) truancy notification, the family will be referred to SARB.

EXCESSIVE ILLNESS ABSENCES NOTIFICATIONS

If a student has accumulated more than three (3) consecutive days of illness, per district policy the parent/guardian will be required to submit verification of illness by a medical doctor. *During the 2023-24 school year, illnesses can also be cleared through documentation of positive COVID-19 cases from a doctor's office, health department or lab.*

ATTENDANCE FOR LONG TERM INDEPENDENT STUDY

Education Code Section 48260 – Under California Compulsory Education law, parents must compel the attendance of the pupil at school

During the 2023-2024 school year, Long Term Independent Study will be offered to students whose health would be put at risk by in-person instruction. Long-term independent (IS) study will be offered for **2nd** -5th grade students at Hudson Elementary only. Once students enroll in IS, they will be disenrolled from their home school. Independent Study will consist of:

- Live interaction and synchronous instruction requirements
 - Grades **2nd**-5th grade: Daily synchronous instruction for all students and asynchronous independent learning
- Parents have a right to request a parent-pupil-educator conference prior to enrolling or disenrolling a pupil from any learning option.
- Written agreement must be signed before the start of instruction.

- Students with disabilities/IEPs cannot be denied participation in independent study due to having an IEP. An IEP meeting must be held to determine if the students special education needs can be met through independent study.

Students who succeed in Independent Study:

- Have enough self-discipline and self-motivation to engage in their learning without much prompting to do so and/or have support at home to help coach them in this way
- Are organized and manage their time well
- Establish a set academic schedule or routine
- Have a caring adult who monitors their completion of work
- Complete all their assignments
- Are willing to ask their teacher and/or parent for help
- Have the ability to read instructions and information from a teacher who is not present and/or available on a daily basis or has support at home to help coach them in this way
- Participate in all required activities regularly

Parent/Guardian Responsibilities

- Create a positive learning environment free from distractions
- Provide a designated work space
- Establish a schedule for completing all course work
- Teach, coach, and support your child every day
- Help students submit completed assignments on time
- Communicate with the certificated teacher regularly via email, phone calls, and other messaging options
- Monitor attendance and participation
- Properly assist the teacher to meet all the requirements of Independent Study as required by the Education Code

Whenever the student fails to make satisfactory educational progress and/or misses three assignments or 10% of work in a 4 week period or misses 50% of synchronous instruction , a meeting will be held to determine whether it is in a student's best interest to remain in Independent Study. In accordance with E.C. 51747 and Board Policy 6158. Reengagement efforts will be deployed per the LBUSD Independent Study Tiered Reengagement Guidelines. Parents can request the student return to in-person instruction at any time and must be returned to in-person instruction within 5 days of the parent request.

Attendance taking:

1. Students must participate in the required synchronous instruction, daily check-ins and submit all assignments.
2. Attendance credit will be provided when all of the above are met and assignments are submitted.
3. If the student neither attended the session nor completed the work by the end of the week, students will be marked absent. If a student is marked absent, the reason for absence will determine if they are excused or unexcused.
4. Attendance concerns are defined as :
 - o **2nd-5th** grade students missing 3 assignments,
 - o Students **2nd-5th** grade missing 10% of required minimum instructional time over four continuous weeks, or
 - o Student found not participatory for more than 50 percent of the scheduled days of synchronous instruction in a school month

5. Students with attendance concerns or those in violation of their master agreement will be deemed chronically absent and the school will reach out to the parent either by phone or electronic communication to verify the reasons for the student's absence and to work with the family to re-engage the student to his/her distance learning education or determine if returning to in-person instruction is a more suitable option.
6. For middle and high school, period attendance will be taken every day for each period scheduled for a daily check-in and synchronous instruction.
7. If it is determined that satisfactory academic progress is not being made, the student will be referred back to the in-person school where they were previously enrolled for re-enrollment.

Supportive Attendance Interventions:

1. Throughout the week, the teacher will check-in with students via phone after missing two consecutive days of participation.
2. Teacher will be available to students to answer questions about the lessons, or associated work or assign asynchronous work via Canvas.
3. Schools will continue to follow-up through tiered reengagement efforts, which focus on relationship building, providing academic and social emotional supports and removing barriers that affect regular attendance. See Independent Study Tiered Reengagement. [Independent Study Tiered Reengagement](#)