

Students

CHRONIC ABSENCE AND TRUANCY

AR 5113.1

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is 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. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, a valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5, and Administrative Regulation 5113 - Absences and Excuses. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the Superintendent, attendance supervisor, or designee shall communicate with the student and the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse

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consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs to assist the student. When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with Education Code 48263 and Item #3 in "Addressing Truancy" below.

A student who is struggling academically may be offered tutoring or other supplemental instruction, expanded learning opportunities, and/or alternative educational options as appropriate.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grades.

Whenever chronic absenteeism is linked to a health, social-emotional, family, or other nonschool issue, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and the student's family.

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

The Superintendent, attendance supervisor, or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-

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48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies the student has committed:

1. Initial truancy (after 3 absences)
 - a. The student shall be reported to the Superintendent, attendance supervisor, or designee (Education Code 48260)
 - b. The student's parent/guardian shall be notified, by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
 - i. The student is truant
 - ii. The parent/guardian is obligated to compel the student to attend school
 - iii. Alternative educational programs are available in the district
 - iv. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
 - v. Mental health and supportive services may be available to the student and the family
 - vi. School personnel are available to meet with the student and family to develop strategies to support the student's attendance at school
 - vii. Research shows that missing 10 percent of school for any reason can translate into students having difficulty learning to read by third grade, achieving in middle school, and graduating from high school

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- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223 (Education Code 48264.5)
 - d. The student and, as appropriate, the student's parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance (Education Code 48264.5)
 - e. The Superintendent, attendance supervisor, or designee may notify the district attorney and/or probation officer of the student's name and the name and address of the student's parents/guardians (Education Code 48260.6)
2. Second truancy(4th absence)
- a. Any student who has once been reported as a truant shall again be reported to the Superintendent, attendance supervisor, or designee as a truant if the student is absent from school without a valid excuse one or more days or is tardy for more than a 30-minute period on one or more days during the school year (Education Code 48261)
 - b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223 (Education Code 48264.5)
 - c. The student may be assigned to an after-school or weekend study program within the county and, if the student fails to successfully complete this study program, the student shall be subject to Item #3 below (Education Code 48264.5)
 - d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and the student's parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method

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possible, which may include email or a telephone call (Education Code 48262)

- e. The student may be given a written warning by a peace officer

A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

3. Components of a Student Attendance Review Team (SART) Meeting

a. SART is a School Site Team which comprises of the parent/guardian, student, principal, and, if available, support staff (counselor, school psychologist, etc.), school nurse, any representatives from community agencies that support the goals of the school. The goal of this team is to identify possible solutions to improving the student's attendance and/or behavior. At this meeting, the student & parent/guardian agrees to abide by the directions of the School Attendance Review Team (SART) as outlined in the SART contract, which can be found under the CWAS webpage.

b. Prepare the following documents prior to the meeting:

- Attendance record for current and last school year
- Grades
- Discipline Record
- School Resource List
- Pre-filled SART contract

c. Open the SART meeting with:

- Introductions
- Purpose of the meeting (to address & resolve truancy issues)
- Extent to which student has exhibited truancy
- Review academic progress
- Review discipline history

d. SART dialogue & procedures:

- Next, advise the family of potential consequences if truancy persists (fines, incarceration, student to be placed on probation, juvenile detainment, etc.)
- Inform the family of where the student is on the SARB continuum. (refer to attached Truancy Flow Chart)
- Inquire into the motivating factors that contribute to the student's truancy.
- Create plan for improvement and implement interventions and/or refer to appropriate resources.
- Document such interventions on the SART contract and acquire all party's signatures.
- Issue the family a copy of the SART contract and place a copy in the student's cum file.
- Issue family a list of resources provided with the contact information.
- Close the SART meeting and closely monitor the student's attendance & the adherence of the SART contract.
- Lastly, document the SART meeting in AERIES under the attendance notes section.

- f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with Item #1b above (Education Code 48260.6)

3. Third truancy (habitual truancy – 5th absence)

- a. A student who is habitually truant, a chronic absentee, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a SARB program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee (Education Code 48263, 48264.5)

- b. Upon making a referral to the SARB or the probation department, the Superintendent, attendance supervisor, or other person designated to make the referral shall provide the student, the student's parent/guardian, and SARB or probation department with documentation of the interventions undertaken at the school

Additionally, the attendance supervisor or designee shall provide the student and the student's parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and the student's parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

- c. If the student does not successfully complete the truancy mediation program or other similar program, the student shall be subject to Item #4 below (Education Code 48264.5)
- d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or the student's parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer (Education Code 48263)

4. Fourth truancy

- a. Upon the fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court (Education Code 48264.5; Welfare and Institutions Code 601)
- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days

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without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school

The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

Attendance Recovery Program

Beginning July 1, 2025, the district may implement an attendance recovery program for students to make up a maximum of 10 days of attendance for lost instructional time and offset absences incurred during the school year. Any student participating in the program shall not be credited with more than five days of attendance per school week or more than one day of attendance for any calendar day of participation in the program. (Education Code 46211)

The district's program may be operated before or after school, on weekends, or during intersessional periods. The district shall offer access to an attendance recovery program throughout the school year, including, at least once during each term. (Education Code 46211)

The program shall be provided only as a limited-term option for a classroom-based, regular educational program. Students otherwise enrolled in a nonclassroom-based program, such as independent study, shall not participate in an attendance recovery program. (Education Code 46211)

A student shall not be required to participate in the program. Students concurrently participating in both an attendance recovery program and an Expanded Learning Opportunities Program (ELO) pursuant to Education Code 46120, shall retain the ability to participate in the entirety of the ELO's offerings for the duration of the school year. (Education Code 46211)

The district's attendance recovery program shall be composed of students engaged in educational activities and content aligned to grade level standards that are substantially equivalent to the students' regular instructional program, which may include one-on-one or small group tutoring, and shall be under the immediate supervision and control of a certificated teacher who is also an employee of the district and who possesses a valid certification document. (Education Code 46211)

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The district's attendance recovery program shall not exceed a student-to-certificated teacher ratio of 10 to 1 for TK and kindergarten or 20 to 1 for grades 1 to 12. The district shall maintain documentation demonstrating how the attendance recovery program met these applicable ratios. (Education Code 46211)

Records

The Superintendent, attendance supervisor, or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. In addition, the attendance supervisor, designee, and/or the staff persons who have direct contact with the student or parent/guardian shall document all their contacts regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent, attendance supervisor, or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. Reports shall be provided annually to the Board. (Education Code 48273)

Additionally, in regard to the district's attendance recovery program, the Superintendent or designee shall maintain documentation demonstrating how the attendance recovery program met the student-to-teacher ratios specified in Education Code 46211.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 306

5 CCR 420-424

Ed. Code 1740

Ed. Code 37223

Ed. Code 44266

Ed. Code 46000

Ed. Code 46010-46015

Ed. Code 46110-46120

Description

[Explanation of absence](#)

[Record of verification of absence due to illness and other causes](#)

[Employment of personnel to supervise attendance](#)

[Weekend classes](#)

[Pupil Personnel Services credential](#)

[Attendance records](#)

[Absences](#)

[Attendance in kindergarten and elementary schools](#)

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Ed. Code 46140-46148	Attendance in junior high and high schools
Ed. Code 46210-46211	Attendance recovery programs
Ed. Code 48200-48208	Children ages 6-18; compulsory full-time attendance
Ed. Code 48225.5	Work permits; entertainment and allied industries
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards
Ed. Code 48326	Absence intervention teams
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48900	Grounds for suspension or expulsion
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 60901	Chronic absence
Gov. Code 54950-54963	The Ralph M. Brown Act
Pen. Code 270.1	Chronic truancy; parent/guardian misdemeanor
Pen. Code 272	Parent/guardian duty to supervise and control minor child; criminal liability for truancy
Pen. Code 830.1	Peace officers
W&I Code 11253.5	Compulsory school attendance; eligibility for aid
W&I Code 256-258	Juvenile hearing officer
W&I Code 601-601.5	Habitually truant minors
Management Resources	Description
Attendance Works Publication	District Attendance Tracking Tool
Attendance Works Publication	The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014
Attendance Works Publications	Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015
Attendance Works Publications	School Attendance Tracking Tool
Attendance Works Publications	For School Board Members: Frequently Asked Questions About Chronic Absence
California Department of Education Publication	School Attendance Improvement Strategies
California Department of Education Publication	School Attendance Review Boards Handbook & Forms
Court Decision	L.A. v. Superior Court of San Diego County (2012) 209 Cal.App.4th 976
CSBA Publication	Research supported strategies to improve the accuracy and fairness of grades, July 2016

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CSBA Publication	<i>Seize the Data: Using Chronic Absence Data to Drive Student Engagement, March 2024</i>
Website	<i>CSBA District and County Office of Education Legal Services</i>
Website	<i>California Healthy Kids Survey</i>
Website	<i>California School Climate, Health, and Learning Survey System</i>
Website	<i>CSBA</i>
Website	<i>Attendance Works</i>
Website	<i>California Association of Supervisors of Child Welfare and Attendance</i>
Website	<i>California Department of Education</i>

Cross References

Policy	Description
0400	<i>Comprehensive Plans</i>
0410	<i>Nondiscrimination In District Programs And Activities</i>
0420	<i>School Plans/ Site Councils</i>
0420	<i>School Plans/ Site Councils</i>
0450	<i>Comprehensive Safety Plan</i>
0450	<i>Comprehensive Safety Plan</i>
0460	<i>Local Control And Accountability Plan</i>
0460	<i>Local Control And Accountability Plan</i>
0500	<i>Accountability</i>
1400	<i>Relations Between Other Governmental Agencies And The Schools</i>
3515.3	<i>District Police/ Security Department</i>
3515.3	<i>District Police/ Security Department</i>
4119.41	<i>Employees With Infectious Disease</i>
4131	<i>Staff Development</i>
4219.41	<i>Employees With Infectious Disease</i>
4319.41	<i>Employees With Infectious Disease</i>
5030	<i>Student Wellness</i>
5112.1	<i>Exemptions From Attendance</i>
5112.1	<i>Exemptions From Attendance</i>
5112.3	<i>Student Leave Of Absence</i>
5112.3	<i>Student Leave Of Absence</i>
5112.5	<i>Open/ Closed Campus</i>
5113	<i>Absences And Excuses</i>
5113	<i>Absences And Excuses</i>
5113.11	<i>Attendance Supervision</i>
5113.12	<i>District School Attendance Review Board</i>

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5113.12	<u>District School Attendance Review Board</u>
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5117	<u>Interdistrict Attendance</u>
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5121	<u>Grades/ Evaluation Of Student Achievement</u>
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5145.6-E(1)	<u>Parent/ Guardian Notifications</u>
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5148.2	<u>Before/ After School Programs</u>
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6158	<u>Independent Study</u>

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6173	<i>Education For Homeless Children</i>
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6173-E(1)	<i>Education For Homeless Children</i>
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6185	<i>Community Day School</i>

Regulation

PASADENA UNIFIED SCHOOL DISTRICT

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Pasadena, California

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