



LANCASTER HIGH SCHOOL DISCIPLINE POLICY



All students of Lancaster High School are expected to maintain high standards of behavior. It is the staff's expectation that students will learn and exhibit self-discipline and positive conduct. Rules to ensure appropriate behavior are established and enforced to maintain a safe and orderly environment that allows for optimum learning.

In addition to the laws of the State of California and the policies of Antelope Valley Union High School District, Lancaster High School has established the following general expectations for ALL STUDENTS:

- **will demonstrate respect for others and others' property**
- **avoid causing disruptions to the educational process**
- **follow directions and respect authority of teachers and staff**
- **be prompt to all classes, avoiding tardiness**
- **remove hats inside all buildings**
- **refrain from chewing gum at all times on campus**
- **refrain from eating and drinking in classrooms**
- **follow the dress code**
- **stay away from the parking lot, and cars there, during the school day, whether or not students have a class**
- **refrain from loitering in the P. E. area and other off limit areas during the school day including lunch time.**
- **refrain from loitering on the Lancaster High School campus or any other school campus. Students are expected to leave campus within 15 minutes of dismissal.**

Student behavior will be monitored by the classroom teachers. Students choosing to violate school rules and procedures face the consequences as set forth in the Education Code 48900 and District Policy 5114.3. Teachers may refer students to the Administration Office immediately for behavior that endangers the safety of another or for repeated behavior violations for which previous corrective measures have not succeeded. Teachers may suspend students from a class for the day of the suspension and the next school day accompanied by appropriate documentation to the administration office. Teachers are expected to document all prior steps to correct inappropriate student behavior. If at any time a student needs to be restrained, teachers should call for security or the Administration Office. Students will not be left unattended.

Per Education Code 48900 (p), students may be suspended or expelled for acts that take place while on school grounds, while going or coming to school, during the lunch period on or off the campus, and during or while going to or coming from, a school sponsored activity.

The Education Code 48915 (a), (b) requires recommendation for a pupil's expulsion for the following reasons:

- **causing serious physical injury to another person**
- **possession of, selling or furnishing weapons, dangerous objects, or brandishing a knife**
- **unlawful sale of controlled substance**
- **robbery or extortion**
- **causing, threatening to cause, or threatening assault on school personnel**

Other infractions, which will require immediate referral to the Administration Office with specific suspension and/or expulsion recommendation, include:

- **assault, threats, hate crimes, sexual harassment, sexual assault**
- **possession of electronic devices (pagers, laser pens, cell phones, IPODs, etc.)**
- **possession of explosives (including imitation), imitation weapons**
- **disruption through group or gang activities**
- **fighting**
- **responding to, observing, inciting fights, verbal or physical altercations**
- **computer tampering**
- **drug or drug paraphernalia ON CAMPUS***
- **false fire alarm**
- **receiving stolen property**
- **tagging/graffiti (see additional descriptions).**

Other violations of expected behavior include:

- **defiance of authority**

- **failure to follow directions**
- **disrespect for others**
- **chewing gum, food, or drink in the classroom**
- **tardiness**
- **wearing hats inside buildings, carrying Non LnHS hats**
- **non-compliance of dress code**
- **incomplete homework**
- **disruption of the educational process.**
- **loitering in off – limit areas (i.e. – P.E. area & athletic fields). Saturday Work or other discipline will be assigned.**

Violations in the classroom will be cause for disciplinary action by the classroom teacher on a progressive step basis. These steps will include but not limited to:

<i>Step One:</i>	Verbal warning
<i>Step Two:</i>	1 or 2 hours ASWP
<i>Step Three:</i>	Parent/Teacher Conference
<i>Step Four:</i>	One (1) block/two (2) block suspension from class and parent notification by teacher
<i>Step Five</i>	Administration referral

Individual students' citizenship grades for each class may reflect each student's discipline record.

ALL DISCIPLINARY ACTION WILL BE IN ACCORDANCE WITH DISTRICT BOARD POLICY/ADMINISTRATIVE REGULATION 5144.

Specific actions for offenses listed in Education Code 48900 are listed in the exhibit MINIMUM/MAXIMUM PENALTIES. (See Disciplinary Action Chart.)

- STUDENTS IN FIRST-TIME POSSESSION OF DRUGS AND/OR DRUG PARAPHERNALIA WILL BE REQUIRED TO ENROLL IN A SATURDAY ALCOHOL AND DRUG DIVERSION PROGRAM.

DISTRICT DRESS CODE

1. All students are required to wear appropriate footwear for school (no slippers or backless shoes or sandals).
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
5. Only school hats are acceptable and must be worn with brim forward. **STUDENTS ARE NOT ALLOWED TO CARRY NON – LnHS HATS.**
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted
7. Clothing or jewelry that depicts any "gang style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang-related attire, is not acceptable.
10. All students are required to wear their ID Card on a lanyard or clip in a visible manner above the waist.

GANG DRESS POLICY

1. Pants oversized at the waist are not allowed. These can be identified as pants that are folded in at the waist or belt line (e.g. students with a 32" waist should wear pants no larger than 32" waist).
2. Wearing pants below the waistline (sagging) is not allowed.
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an over-sized belt with one end hanging down is prohibited.
6. Excessive color identifies worn in the color of red and/or purple, blue and/or green, black and/or gray, or orange (in combination with other gang attire) are prohibited.
7. No gang-related hats, baseball-type caps or other gang-related head gear may be worn on campus or at school activities. Official school cap (i.e. approved by the principal) representing the current school of residence may be worn.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by

- style or color are prohibited.
9. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
 10. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
 11. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
 12. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
 13. Steel-toe combat style boots are prohibited.
 14. Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.
 15. Sports jerseys, other than school jerseys, will not be allowed.
 16. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings,

wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

In addition to these guidelines, students at Lancaster High School are not to wear clothing with holes or tears.

LANCASTER HIGH SCHOOL STUDENT IDENTIFICATION CARDS

To improve school climate and safety, all students and staff will wear an identification badge at all times during the school day and at all school functions Implementation will be in effect for the 2013-2014 school year.

- All students will be issued a picture student identification card during the first week of school.
- All students will be issued one lanyard that connects to the student identification card.
- Lanyards will be "breakaways" for safety reasons
- **The badge is to be worn clearly visible at all times around the neck on a school-approved lanyard.**
- All students are required to be visibly wearing their identification cards in order to enter the school campus.
- Students who do not have their lanyards/identification cards with them are required to obtain a temporary "sticker" at that time.
- The school has developed a process for tracking and assigning discipline to students who have repeatedly violated this policy in an effort to have parents insure students wear their identification cards and/or to collect the money attached to the student charges. In addition, dress code sweeps will be conducted and students will receive disciplinary action for not complying with this policy.
- Replacement identification cards can be purchased for \$5.00. Replacement lanyards can be purchased for \$1.00
- In addition, **Temporary ID stickers must be obtained prior to going to class.** 1st period teachers will refer any students that do not have his/her identification card of temporary sticker.
- Students are required to wear the identification card throughout the entire school day and through the duration of school activities.
- Regular dress code sweeps will be conducted and students not wearing their ID cards may be assigned After School Work.
- Consequences for failing to wear student identification cards
 1. Obtain temporary sticker/Warning
 2. Obtain temporary sticker/Warning
 3. Obtain temporary sticker/Phone call to parent/guardian
 4. Obtain temporary sticker/After School Work
 5. Obtain temporary sticker/Saturday Work
 6. A \$6.00 charge will be placed on the student account and the student will receive a replacement identification card and lanyard refer to Vice Principal – Parent conference
 7. Continued offenses will be considered defiance of LnHS rules and expectations; students will be assigned additional discipline for defiance

Participation in extra-curricular activities may also be prohibited for students who continue to not follow this policy.

MINIMUM/MAXIMUM PENALTIES

Revised 03/06/13

AVUHSD Exhibit 5144.1

Students are expected to present themselves in a manner that reflects self-discipline, citizenship, courtesy, and eagerness to learn. If we are to have a safe and controlled environment on this campus, it is essential that we have the cooperation of all students. We acknowledge that penalties alone will not deter disruptive behavior on campus. It is important that students understand their responsibility to conduct themselves in ways that will not disrupt the educational environment and behave in a positive manner.

This exhibit pertaining to minimum/maximum penalties for specified student offenses is provided as a guideline in implementing the district student conduct/discipline policies.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
1. FIREARM •Possessing, selling, or otherwise furnishing a firearm	EC 48900(b) EC 48915(c)(1)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
2. BRANDISHING KNIFE •brandishing a knife at another person	EC 48900(b) EC 48915(c)(2)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
3. SALES CONTROLLED SUBSTANCES •Unlawful selling or furnishing a controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code)	EC 48900(c) EC 48900(p) EC 48915(c)(3)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
4. SEXUAL ASSAULT/SEXUAL BATTERY	EC 48900(n) EC 48915(c)(4)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
5. POSSESSION OF EXPLOSIVES	EC 48900(b) EC 48900(m) EC 48915(c)(5)	Recommend for expulsion and referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
6. PHYSICAL INJURY: Cause, attempt, threaten 6.1 Assault/battery on school personnel 6.2 Assault/battery on pupils and non-school personnel 6.3 Causing serious injury 6.4 Pupil fights 6.5 False fire alarm 6.6 Inciting pupil unrest 6.7 Hazing	EC 48900(a) EC 48915(a)(1)(E) EC 48900(a)(k) EC 48915(a)(1)(A) EC 48900(a)(k) EC 48900(k) EC 48900(k) EC 48900(q)	6.1-6.7: Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
7. WEAPON (knife, other dangerous object) 7.1 Possession, sale, furnishing 7.2 Firecrackers 7.3 Laser pointer	EC 48900(b) EC 48915(a)(1)(B)	7.1: One semester alternative placement. 7.1-7.3: Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
8. Imitation firearm •Possessed an imitation firearm; "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	EC 48900(m)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
9. Controlled Substance: Possession, use, under influence •Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances	EC 48900(c) EC 48915(a)(1)(C)	Five-day suspension, attendance to drug diversion program and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
10. Look-alike controlled substance, etc.	EC 48900(d)	Five-day suspension.	Recommend for expulsion and referral to law enforcement agency.

11. Drug paraphernalia •Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code	EC 48900(j)	Five-day suspension, attendance to drug diversion program, and possible alternative placement. Follow the implementation of policy document. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
12. Robbery, extortion •Committed or attempted to commit robbery or extortion	EC 48900(e) EC 48915(a)(1)(D)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
13. Burglary	EC 48900(f) EC 48900(g) EC 48900(u)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
14. Steal property, or attempt •Stolen or attempted to steal school property or private property	EC 48900(g) EC 48900(u)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL REFERENCE	MINIMUM PENALTY (First Offense or Mild Case)	MAXIMUM PENALTY (Chronic or Aggravated Case)
15. Receive stolen property •Knowingly received stolen school property or private property	EC 48900(l) EC 48900(u)	Process in accordance with EC 48915. Referral to law enforcement agency	Recommend for expulsion and referral to law enforcement agency.
16. Damage property •Caused or attempted to cause damage to school property or private property 16.1 Vandalism 16.2 Graffiti	EC 48900(f) EC 48900(u)	Process in accordance with EC 48915. Financial restitution. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
17. Tobacco, possess or use •Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(h)	Suspension. Referral to TUPE Coordinator.	Recommend for expulsion and referral to law enforcement agency.
18. Obscenity, profanity, or vulgarity •Committed an obscene act or engaged in habitual profanity or vulgarity •Possession of pornography	EC 48900(i)	Progressive discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
19. Disruption or willful defiance 19.1 Concerted pupil activities 19.2 Disrespect 19.3 Disturbing the class 19.4 Forgery 19.5 Gambling 19.6 Loitering on or near campus 19.7 Refusal to obey 19.8 Violation of closed campus 19.9 Inciting pupil unrest	EC 48900(k)	Progressive discipline. Warning, ASW, SW, OCD, and suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
20. Sexual harassment •The conduct described in Section 212.5	EC 48900.2	Progressive Discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
21. Hate violence •The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233	EC 48900.3	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.

22. Harassment or intimidation •The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils •Bullying, cyberbullying	EC 48900.4 EC 48900(r)	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
23. Harassed, threatened, or intimidated a complaining witness	EC 48900(o)	Five-day suspension.	Recommend for expulsion and referral to law enforcement agency.
24. Terrorist threats, school officials property	EC 48900.7	Process in accordance with EC 48915. Referral to law enforcement agency.	Recommend for expulsion and referral to law enforcement agency.
25. Electronic signaling devices (pagers, beepers, cell phones)	EC 48901.5	Progressive Discipline. Warning, ASW, SW, OCD, and Suspension off campus.	Recommend for expulsion and referral to law enforcement agency.
26. Aiding and abetting	EC 48900(t)	Suspension. Referral to law enforcement agency. Expulsion only if convicted.	Recommend for expulsion and referral to law enforcement agency.
27. Violation of District Dress Policy	BP 5136(a)(b) BP 5132	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.
28. Plagiarism, dishonesty in school work/tests	BP 5131	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.
29. Violation of district technology use policy or Internet Use Agreement	BP 5131 BP 6163.4	Process in accordance with Board Policy.	Recommend for expulsion and referral to law enforcement agency.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Exhibit Approved: November 13, 1990

Lancaster, California

Exhibit Revised: April 2, 1997; March 1, 2000; February 4, 2004; July 5, 2011; March 6, 2013



Lancaster High School Attendance Policy



Students

BP 5113(a)

ABSENCES AND EXCUSES

The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend regularly. Parents/guardians of children ages six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

(cf. 5112.1 – Exemptions from Attendance)

(cf. 5112.2 – Exclusions from Attendance)

(cf. 5113.1 - Truancy)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulations. (Education Code Sections 46010, 48216, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grade nine through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the students' parent/guardian. (Education Code Section 46010.1)

(cf. 5145.6 - Parental Notifications)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code Section 46014)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

Parent will be notified of this policy at the beginning of each school year, or upon the enrollment of the student if such enrollment is during the school year.

Parents will be sent notification by mail of the number of unexcused absences their student has in each class at the following times:

First quarter progress report
Third quarter progress report

First quarter report card
Third quarter report card

Second quarter progress report
Fourth quarter progress report

Students

BP 5113(b)

ABSENCES AND EXCUSES

Notification of unexcused absences may be sent more frequently than outlined above.

Parents may clear, by note or phone call, any non-suspension or non-truant absence during a period of time not to exceed five school days after the occurrence of the absence. After the five-day window, a doctor's note is required to clear an absence.

If a student is to be absent from school for a portion of the day for illness or a doctor's visit, the parent or guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused.

Students may opt to attend Saturday School for a minimum of four hours to clear an all-day absence or two period absences which has not been cleared by a verifiable excuse.

The Superintendent is directed to establish procedures to implement this policy. Annually, an evaluation of this policy shall be reported to the Board of Trustees.

(cf. 5121 –Grades/Evaluation of Student Achievement)

(cf. 6154 – Homework/Makeup Work)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

2550-2558.6 Computation of revenue limits

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionment

46000 Records (attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages of 6 and 18 years (compulsory full-time attendance)

48210-48216 Exclusions from attendance

48240-48246 Supervisors of attendance

48260-48273 Truants

48292 Filing complaint against parent

48320-48324 School Attendance Review Boards

48340-48341 Improvement of student attendance

49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

12303 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

Students

BP 5113(c)

ABSENCES AND EXCUSES

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

66 Ops.Cal.Atty.Gen. 245, 249 (1983)

COURT DECISIONS:

American Academy of Pediatrics et al., v. Lungren et al. (1977) 16 Cal.4th 307

Management Resources:

CDE MANAGEMENT ADVISORIES

0114.98 School Attendance and CalWORKS, Management Bulletin 98-01

CSBA ADVISORIES

0520.97 Welfare Reform and Requirements for School Attendance

WEB SITES

CSBA: <http://www.csba.org>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: November 13, 1990

Lancaster, California

Policy revised: July 13, 1994; August 17, 1994; June 7, 2000; April 19, 2006; June 7, 2006; February 2, 2011

Students

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5113 (a)

ABSENCES AND EXCUSES

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointments. (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family. (Education Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

- b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205) 5. Jury duty in the manner provided by law. (Education Code 48205)
- 6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205)
- 7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
 - 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; and
 - e. Attendance at an employment conference.
- 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)

Students

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5113 (b)

ABSENCES AND EXCUSES

- 9. Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day; and
 - b. The student shall be excused for this purpose on no more than four days per school month.

Method of Verification

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences within five school days of the occurrence of the absence: (Education Code 49067)

- 1. Written note from parent/guardian, parent representative, or student if 18 or older. (Education Code 46012)

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date(s) of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification.
 - a. When excusing students for medical services or verifying such appointments, district staff shall ask the purpose of such appointments and may contact a medical office to confirm the time of the appointment.

Students

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ABSENCES AND EXCUSES

5. Via e-mail from a parent-verified, e-mail address.
6. Parents will be notified of this policy at the beginning of each school year or upon the enrollment of the student. Parents will be sent notification by mail of the number of unexcused absences their student has in each class at the following times: first quarter progress report, first quarter report card, second quarter progress report, third quarter progress report, third quarter report card, fourth quarter progress report. Notification of unexcused absences may be sent more frequently than outlined above or at differing times due to school block schedules.
7. Parents may clear, by note or phone call, any non-suspension or non-truant absence during a period of time not to exceed five school days after the occurrence of the absence. After the five-day window of opportunity a doctor's note indicating a diagnosis is required to clear an absence. (Education Code 49067)
8. If a student is absent from school for a portion of the day for illness or a doctors visit, the parent or guardian must properly check the student out of school through the attendance office. If this procedure is not followed, the student's period absences may be marked as unexcused. (Education Code 48205)
9. Students may opt to attend voluntary Saturday school for a minimum of four hours to clear an all-day absence or two period absences which has not been cleared by a verifiable excuse. (Education Code 37223)
 - a. At-home suspensions, and trancies may not be cleared through Voluntary Saturday School.
 - b. Parent permission is required for the student to attend Voluntary Saturday School. (Education Code 37223)
 - c. Students must clear 1st semester absences via VSS prior to the start of the 4th quarter. 2nd semester

absences must be cleared via VSS prior to the start of the summer school session. After the conclusion of 2nd semester additional sessions of VSS will be offered as needed.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy Adopted: November 13, 1990

Lancaster, California

Policy Revised: July 13, 1994; August 17, 1994; October 13, 2000; April 19, 2006; February 2, 2011

Students

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5113.1 (a)

CHRONIC ABSENCE AND TRUANCY

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5145.6 - School Health Services)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6158 - Independent Study)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

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(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

School Attendance Review Board

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

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46110-46119 *Attendance in kindergarten and elementary schools*
46140-46147 *Attendance in junior high and high schools*
48200-48208 *Children ages 6-18 (compulsory full-time attendance)*
48240-48246 *Supervisors of attendance*
48260-48273 *Truants*
48290-48296 *Failure to comply; complaints against parents*
48320-48325 *School attendance review boards*
48340-48341 *Improvement of student attendance*
48400-48403 *Compulsory continuation education*
49067 *Unexcused absences as cause of failing grade*
60901 *Chronic absence*
GOVERNMENT CODE
54950-54963 *The Ralph M. Brown Act*
PENAL CODE
270.1 *Chronic truancy; parent/guardian misdemeanor*
272 *Parent/guardian duty to supervise and control minor child; criminal liability for truancy*
830.1 *Peace officers*
VEHICLE CODE
13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*
WELFARE AND INSTITUTIONS CODE
601-601.4 *Habitually truant minors*
11253.5 *Compulsory school attendance*
CODE OF REGULATIONS, TITLE 5
306 *Explanation of absence*
420-421 *Record of verification of absence due to illness and other causes*

Management Resources:

CSBA PUBLICATIONS
Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board Handbook, 2009
School Attendance Improvement Handbook, 2000
WEB SITES
CSBA: <http://www.csba.org>
Attendance Counts: <http://www.attendancecounts.org>
California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>
California Department of Education: <http://www.cde.ca.gov>

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

Policy adopted: March 2, 2011

Lancaster, California

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5113.1 (a)

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CHRONIC ABSENCE AND TRUANCY

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 day schools of the district, exclusive of Saturdays and Sundays.

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 his/her parent/guardian. (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 48260-48263 and 48291. (Education Code 48263.6)

Attendance Supervisor(s)

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

(cf. 5113 - Absences and Excuses)
(cf. 5113.2 - Work Permits)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 6020 - Parent Involvement)

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CHRONIC ABSENCE AND TRUANCY

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 that may assist him/her.

(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)

A student who is struggling academically may be offered tutoring or other supplemental instruction,

extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work Experience Education)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)

Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.6 - School Health Services)

Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her 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)

(cf. 3515.3 - District Police/Security Department)

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CHRONIC ABSENCE AND TRUANCY

The attendance supervisor shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (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 truantries he/she has committed:

1. Initial truancy
 - a. A student who is initially classified as truant shall be reported to the attendance supervisor. (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)

- (1) The student is truant.
- (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
- (3) Alternative educational programs are available in the district.
- (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
- (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
- (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
- (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

- 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)

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- d. The student may be given a written warning by a peace officer. A record of this warning may be kept at 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)

(cf. 5125 - Student Records)

- e. The attendance supervisor may notify the district attorney and/or probation officer of the name of each student who has been classified as a truant and the name and address of the student's parents/guardians. (Education Code 48260.6)

2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (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. If the student fails to successfully complete this study program, he/she 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 parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
 - e. The attendance supervisor may notify the district attorney and/or probation officer whether 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)
- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, 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 district's attendance supervisor. (Education Code 48263, 48264.5)

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- b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and 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 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, he/she shall be subject to item #4 below. (Education Code 48264.5)
- d. If the attendance supervisor determines that available community services cannot

resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy
 - a. Upon his/her fourth truancy within the same school year, the student shall be within 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 attendance supervisor 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 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)

5. Absence for 10 percent of school days (chronic truancy)
 - a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
 - b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

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CHRONIC ABSENCE AND TRUANCY

Records

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent 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. (Education Code 48273)

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT

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Lancaster, California