

# ***School Truancy***

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Improving Attendance in CCSD  
2023-2024

# Alaska Statute: Attendance

## AS 14.30.010

- (a) Every child between **7 and 16 years** of age shall attend school at the public school in the district in which the child resides during each school term. Every **parent, guardian** or other person having the responsibility for or control of a child between seven and 16 years of age **shall maintain the child in attendance at a public school in the district** in which the child resides during the entire school term.

# UNLESS

- **(1) is provided an academic education comparable to that offered by the public schools in the area, either by**
- **(A) attendance at a private school in which the teachers are certificated according to AS 14.20.020 ;**
- **(B) tutoring by personnel certificated according to AS 14.20.020 ; or**
- **(C) attendance at an educational program operated in compliance with AS 14.45.100 - 14.45.200 by a religious or other private school;**
- **(2) attends a school operated by the federal government;**
- **(3) has a physical or mental condition that a competent medical authority determines will make attendance impractical;**
- **(4) is in the custody of a court or law enforcement authorities;**
- **(5) is temporarily ill or injured;**

# **Alaska Statute 14.30.030**

The governing body of a school district, including a regional educational attendance area, **shall establish procedures to prevent and reduce truancy.**

# DRAFT: CCSD Truancy Accountability Plan

## Step 1

- School personnel contacts parents/guardians every morning that a student is absent.
- Absentee reports are run weekly.
- Calls to parents for students with more than three unexcused absences are made to encourage attendance improvement.

## Step 4

- When 15 unexcused absences are accrued, Power School Truancy Letter #3 is sent to the District Attorney's office and to parents. Copies of this plan and the student's attendance record are included.
- Supporting documentation (truancy accountability plan, letters, dates of phone calls, and meetings) is provided to the superintendent or designee.
- A report to will also be made to the Alaska Office of Children Services.
- The superintendent or designee fills out appropriate court forms and submits this along with the dates of full-day truancy violations

## Step 2

- When a student has five unexcused absences, Power School Truancy Letter #1 is sent home, along with a copy of this plan and the student's attendance record.
- Parents are advised of the possible legal process (each parent may be cited, charged, and fined if found guilty).
- A request for a meeting with parents and the school administrator is made so that the importance of attendance can be discussed and to determine if there are underlying issues affecting attendance.

## Step 5

- Site principal sends Power School Truancy Letter #4 for every five days of additional unexcused absences. Copies of this plan and the student's attendance record are included.

## Step 3

- Power School Truancy Letter #2 is sent when a student accrues 10 unexcused absences. A copy of the this plan and the student's attendance record is included.

## Step 6

- The District Attorney reviews the information and then files the charging documents with the court.
- The Court issues each parent/guardian a summons requiring his/her appearance in court and provides each parent/guardian with a copy of his/her charging documents.
- Parents are arraigned. If they plead not guilty, subsequent court dates are set. School staff may be asked to appear at this hearing.
- The Court notifies the CCSD superintendent or designee of the disposition which is shared with the principal and superintendent.

# Truancy Letter 1

- After 5 unexcused absences for the entire school-year send parent/guardian truancy letter one to encourage attendance
- Invite parent to meet.
- In letter advise them of the legal process (possibility of them being charged and/or cited for their child(ren) nonattendance.
- Include copies of CCSD Truancy Accountability Plan and their student's attendance record.

## Truancy Letter 2

- Send parent/guardian a 2<sup>nd</sup> truancy notification after an accrual of **10 days** of unexcused absences for the school-year
- Include copies of CCSD Truancy Accountability Plan and their student's attendance record.
- In letter repeat legal process and let them know that if there should be a 3<sup>rd</sup> notice, the District Attorney will be involved.

## **Truancy Letter 3**

- Send parent/guardian a **3<sup>rd</sup> truancy notification** after an **accrual of 15 unexcused absences**.
- Also send the truancy letter to District Attorney and make OCS report.
- Include copies of CCSD Truancy Accountability Plan and their student's attendance record with both letters.
- Send CCSD superintendent or designee supporting documentation of letters sent, phone calls made, meetings with parents, etc.



## **Next Steps**

- Superintendent or designee fills out appropriate court forms and submits this along with the dates of full-day truancy violations.
- District Attorney reviews truancy case