



# SOUTH BAY

## UNION SCHOOL DISTRICT

6077 LOMA AVENUE • EUREKA, CA 95503  
707.476.8549 FAX: 707.476.8968

**SUPERINTENDENT**  
Gary Storts

**BOARD OF TRUSTEES**  
Clay Carver  
Jacob Coan  
Ross Nash  
Kelly Noga  
Gary Quintrell

Monday, September 24, 2018

To: South Bay Union ESD Parents & Guardians  
From: Gary Storts, Superintendent

### School Attendance

Consistent school attendance is essential to your child's success in school. Make your child's education your #1 priority. Attendance problems hinder your child's social and academic progress and inadvertently teaches them that school is not important. *At age 5 school is your choice – at age 18 it's their choice!*

If your child is absent, please call the school office or write a note explaining the reason for the absence. The only excused absences are for illness, medical appointment, or attendance at a funeral of one's immediate family.

Please note that per CA Education Code, Section 48260, any student who is absent from school without a valid excuse more than 3 days or tardy in excess of 30 minutes on each or more than three days in one school year is truant. Absences for vacations, ski trips, or visiting relatives are greatly discouraged. Additionally, students who are absent for greater than 10% of the school year, or the equivalent of 1 month of school, are considered chronically absent – *this is THE attendance area that Pine Hill and South Bay, as well as Humboldt County as needs to improve in.*

#### 2017/18 Chronic Absentee Rates:

- California = 10.8%
- Humboldt County = 15.2%
- Pine Hill Elementary = 14%
- South Bay Elementary = 19%
- South Bay Charter = 17%

Last school year, South Bay Union ESD saw a decrease in attendance by a little over 1% - due in large part to an increase in chronic absenteeism. That 1% may not seem substantial, but 1% represents approximately \$50,000 that is not available to benefit our students this school year.

Attached, please find the South Bay UESD Attendance Flow Chart that will guide our attendance improvement efforts. Partner with us to ensure that your child is present at school on a regular basis and is receiving every opportunity to succeed in 2018/19. We are truly here to help assist you in any way we can offer support. Please call your school's office if we can help with anything.

Sincerely,

GS

**PINE HILL SCHOOL**  
5230 Vance Avenue, Eureka, CA 95503  
707.443.4596 • Fax 707.443.1312  
[www.pinehillschool.org](http://www.pinehillschool.org)

**SOUTH BAY CHARTER SCHOOL**  
6077 Loma Avenue, Eureka, CA 95503  
707.443.4828 • Fax 707.444.3690  
[www.southbayschool.org](http://www.southbayschool.org)

**SOUTH BAY SCHOOL**  
6077 Loma Avenue, Eureka, CA 95503  
707.443.4828 • Fax 707.444.3690  
[www.southbayschool.org](http://www.southbayschool.org)



## South Bay Union Elementary School District Attendance Flow Chart

<p style="margin: 0;"><b>Supportive</b></p> <p style="margin: 0;"><b>Punitive</b></p>	One or two unexcused absences	<b>Monitoring Call/Start Attendance Tracking Form:</b> During a given month of school, monitoring phone calls from the office are placed to the homes of absent students. Office staff will attempt to acknowledge the absence with the parent/guardian and maintain a record of all successful and unsuccessful attempts to make contact.
	Three unexcused absences	<b>Teacher Contact:</b> At any point in the school year, the classroom teacher will attempt to contact the parent/guardian with conversation centering on the impact of student absences on overall student achievement and wellness.
	Three consecutive absences	<b>Family Resource Center Assistance Call:</b> A supportive phone conversation between a Family Resource Center staff person and the parent/guardian will occur focusing on ways the school and/or the Family Resource Center can support the home in positive attendance efforts.
	Four Unexcused absences	<b>Principal Phone Call:</b> The parent/guardian receives a phone call from the principal. A discussion about attendance concerns will take place. The principal attempts to assist in getting the child to school on time by brainstorming with the parent. The principal will note the conversation including the parents responsiveness and concerns for future support.
	Five Unexcused Absences	<b>Home Visit and Referral to Intervention Study Team:</b> The principal/designee and support staff person decide to conduct a home visit. Once again, attendance concerns are expressed and noted. School representatives and parent/guardian brainstorm additional efforts to ensure improved attendance. Afterwards, a referral to the South Bay UESD Intervention Study Team is made. Attendance improvement efforts are closely monitored. Parents will be invited to attend the Intervention Study Team meeting which will include planning to catch up the child on missed school and homework assignments.
	Seven Unexcused Absences	<b>Referral to Eureka-Area School Attendance Review Board and/or Court Intervention:</b> After relentless supportive efforts to increase the child's attendance with only minimal improvement, a more punitive approach is needed and will result in a referral to the greater Eureka-area School Attendance and Review Board (SARB) or Humboldt County Superior Court.
	Chronic Absenteeism = absent for 10% or more of the year	<b>Referral to Intervention Team:</b> At the end of the 1 <sup>st</sup> trimester – and beyond – students missing equal to or greater than 10% of the school year will be referred to the Intervention Study Team where every effort will be made to provide assistance in developing an attendance plan that promotes positive school attendance.