

## Attachment A

POLICY TITLE:		
<b>Attendance and Truancy Policy</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
August 18, 2008	August 19, 2013 August 18, 2014 <u>November 21, 2016</u>	N/A
LEGAL AUTHORITY:		
D.C. Code § 4-1345.01(1)(L); § 38-1802.11(a)(1)(B)-(C); 5 DCMR 2101.9		

### **PURPOSE**

This policy establishes truancy and chronic truancy levels for DC public charter schools.

### **POLICY STATEMENT**

A truant student is defined as a school-aged student (ages 5-17) with an unexcused absence.who accrues . . .

A cChronically truant student is defined as a school-aged student who accrues 10 or more unexcused absences within a single school year.

### **CHRONIC TRUANCY FORMULA**

A school's truancy rate will be based on the percentage of students with 10 or more unexcused absences for all students between ages 5-18. A school's chronic truancy rate for cChronic truancy is calculated by dividing the total number of students ever enrolled during a school year who accrue 10+ unexcused absences by the total number of school-aged students in the audited enrollment.<sup>1</sup>  
(total # students chronically truant/ total # school age students in audited enrollment)

A sStudents who turn 5 after September 30 isare not calculated in a school's chronic truancy rate. Once a students turns s 18, any additional absences accrued are not calculated into a school's truancy rate. These provisions are consistent with the Office of the State Superintendent of Education's attendance regulations.

A Traditional LEAs must maintain a truancy rate at or below 20% (25% for high schools). Schools that have a truancy rate over 20% (25% for high schools) will have exceeded the truancy threshold.

LEAs designated as "Alternative" by PCSB must maintain a truancy rate at or below 35%. Schools that have a truancy rate over 35% will have exceeded the truancy threshold.

sSchools must maintain a chronic truancy rate at or below the thresholds listed below, or may be subject to a Notice of Concern:

<sup>1</sup> In DC's Truancy Taskforce, the term "Truancy Rate" is synonymous to the "Chronic Truancy Rate" definition in this policy. There are not different business rules for each term in regards to a whole school rate.

- Traditional LEAs serving grades pre-kindergarten (PK) through 8<sup>th</sup> grade: 30%
- Traditional LEAs serving grades 9<sup>th</sup> through 12<sup>th</sup>: 35%
- LEAs designated as Alternative by DC PCSB: 45%

In cases where a school reaches the thresholds above, but has demonstrated year to date improvement in in-seat attendance and/or truancy rates, the DC PCSB Board may at its discretion choose to decide not to issue a Notice of Concern.

Truancy-Attendance data will be reviewed by the 30<sup>th</sup> of each month for the preceding month. Once a school exceeds the chronic truancy threshold, DC PCSB will notify the school ~~that its truancy rate exceeds the truancy threshold.~~ A sSchools will also be provided data indicating the total number of unexcused absences, total number of excused absences, percentage of instructional days lost for all students, and the number/ names of all students who were chronically truant (defined as 10 or more days) so that they can verify the rate.

#### Issuing a Notice of Concern

Once a school exceeds the truancy rate threshold, the school will be notified that it is subject to receiving a Notice of Concern at the next scheduled DC PCSB board meeting.

#### Lifting the Notice of Concern

After DC PCSB staff has notified an LEA it has exceeded the truancy threshold for its type of school, a review period of at least two months will begin in order for the school to work on strategies to improve student attendance, which may lead the PCSB Board to lift the Notice of Concern. To this end, there will be two attendance periods of review, a *baseline* period and *review* period:

- The *baseline* period will cover the time leading up to the notification
- The *review* period will comprise ~~a~~ minimum of two months following notification

The DC PCSB Board may vote to lift a ~~The~~ Notice of Concern ~~can be lifted~~ at any time following the initial two-month review period based upon achieving two out of three of the following:

- Improvement<sup>2</sup> in the percentage of In-Seat Attendance for the whole school (defined as total # days present/ total # days enrolled for all students)
- Improvement in attendance for the majority of students who were defined as chronically truant (10 days) in the baseline period.
- Maintaining a chronic truancy rate lower than 30%, 35%, or 45% for PK-8<sup>th</sup> grade, high school, and alternative schools, respectively 20% for the school population (25% for high schools; 35% for alternative LEAs) excluding those already counted as chronically truant in the baseline

<sup>2</sup> “Improvement” is defined as any positive movement of greater than or equal to one percentage point.

period. ~~(For the whole school population, including previously truant students, the truancy rate cannot exceed 30% for elementary and middle schools; 35% for high schools; 45% for alternative LEAs.)~~

When considering whether to vote to lift a Notice of Concern, the DC PCSB Board may take into consideration f~~F~~actors such as documented due diligence in areas of school-parent communication, interventions, and best practices, etc. ~~may be taken into consideration at the discretion of DC PCSB.~~

DC PCBS Board will not issue a Notices of Concern ~~will not be issued~~ after ~~the its~~ May board meeting, as there would be insufficeint time to allow a~~the~~ school to improve prior to the end of the school year. If a school does not improve by the end of the year, the DC PCSB Board may nonetheless lift a ~~All~~ Notices of Concern ~~that are not otherwise lifted by the school's improvement may be lifted at the end of the year by Board Action in order for~~ the~~the~~ school to start fresh the next year.

It is DC PCSB Board's discretion to determine whether to lift a Notice of Concern ~~is lifted~~ if a schools's truancy rate decreases only due to truant students being *expelled* or *withdrawn*.