



**WESTMINSTER
SCHOOL
DISTRICT**

Our Vision:
"High Achievement for all
Westminster School District students"

14121 Cedarwood
Ave.
Westminster, CA
92683-4499
Tel: (714) 894-7311
Fax: (714) 899-2781

October 29, 2004

Orange County Grand Jury
700 Civic Center Drive West
Santa Ana, CA 92701

Superintendent
Sheri Loewenstein

Please find enclosed the documents verifying Westminster School District's compliance with Findings #2 and #10, Recommendations #2 and #9 as set forth by the Orange County Grand Jury'.

Board of Trustees
Judy Ahrens
Blossie Marquez
Jo-Ann Purcell
James Reed
Helena Rutkowski

If you need further information, you may contact me at (714) 894-7311 ext. 439.

Very truly yours,

Debra Hill
District Prevention Coordinator

mo
Enclosures



**WESTMINSTER
SCHOOL
DISTRICT**

Debra Hill, Coordinator, ext. 439
District Prevention and Intervention
Services

To: Lorie Gonja, Assistant Superintendent, Educational Services

From: Debra Hill, District Prevention Coordinator

Date: October 21, 2004

Date: Grand Jury Findings and Recommendations

Our district is has implemented the following changes in response to the Orange County Grand Jury's findings and recommendations.

Findings	Recommendations	Response
#2	#10	The attached documentations verify that our district has updated our website to include specific attendance expectations, related education codes and consequences for noncompliance. We also mailed a letter from the SARB to all parents during the first week of school.
#2	#9	To increase the number of students referred to SARB for unexcused absences, our district created a district-wide attendance system as indicated in the "truancy Project Timeline" flowchart. Each school has a SARB Manual with forms and procedures to progressively address attendance issues. Additionally, the SARB members have agreed to meet for a full day each month in order to accommodate the increased number of referrals related to attendance concerns.

I have included the Summary that was presented to the District Administration and Principals on May 6, 2004.

With these changes we are now in full compliance with the Grand Jury's recommendations.
If there is additional information needed, please let me know.



**WESTMINSTER
SCHOOL
DISTRICT**

Our Vision:
*"High achievement for all
Westminster School District students"*

**Orange County Grand Jury Report
Findings and Recommendations
Alan Friedman, Chairman**

May 6, 2004

The following summary is submitted by Debra Hill, WSD SARB Coordinator

CWA directors were invited to a private and confidential reading of the Grand Jury's Report for Orange County Schools attendance policies and SARB process. We were not allow to take the report out of the room, but could take notes. The final report will be release around May 15, 2004. The superintendent will have 60 days to respond. The report contained 25 findings.

Compliance Items

We were out of compliance in two areas:

- #2 Our website inadequately defines our explicit district attendance expectations for our students, even though expectations are stated in school report cards and principal newsletters. (Orange Unified was commended as exemplary example to model).
- #10 Only 1.2% of our students who are "habitual truants" according to Education Code (48321 (a)(21) are referred to the district SARB.

Recognitions

- We were recognized for initiating a study to improve our documentation by providing periodic training for school administrators. its statement: "...the SARB referral packet is usually adequate, but upon reflection we need to work more closely with them to improve this effort." (We have implemented this process this year. With the assistance of Cherrille Collier, we speak to ALL individuals who have any contact or influence with the student).
- We provided a long list of incentives that we use at our sites to improve attendance. (This list was included in Appendix 1).
- DeMille Elementary is worthy of special recognition for its asset-building approach.

Commendation

The Westminster School District is commended for its proactive approach to improving its process and procedures. Not content to have a single person respond to the Grand Jury's questionnaire, the district distributed the entire questionnaire (all 26 questions), to all of its 16 school principals and to all of its SARB members and compiled the responses. Then, well in advance of the publication of this report, the district appointed task teams to study how to improve those of its processes that the questionnaire responses indicated might be coming up short. Kudos to the WSD for recognizing that "continual process improvement" pays dividends in efficiency and effectiveness.

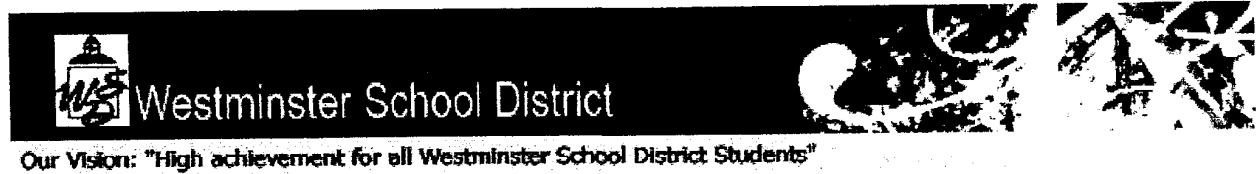


Table of Contents

District Information

Agendas/Reviews
Correspondence

Attendance

School Directory

School Information

Special Programs

Employment

Student Dress
Standards

Groupwise Web
Access

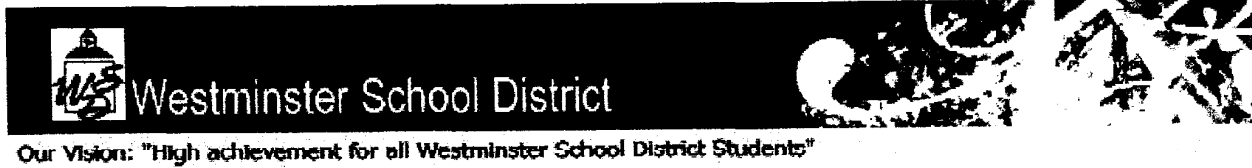
TSA Forms

Board of Trustees:
James Reed
Helena Rutkowski
Blossie Marquez
Jo-Ann Purcell
Judy Ahrens

Superintendent:
Sheri Loewenstein
[contact us](#)



14121 Cedarwood Avenue Westminster, CA 92683 (714)894-7311



Letter from Superintendent's Office

Letter from School Attendance Behavior Review Board Coordinator



[Homepage](#)



**WESTMINSTER
SCHOOL
DISTRICT**

Our Vision:
*"High Achievement for all
Westminster School District students"*

September 2004

14121 Cedarwood Ave.
Westminster, CA
92683-4499
Tel: (714) 894-7311
Fax: (714) 899-2781

Superintendent

Sheri Loewenstein

Board of Trustees

Judy Ahrens
Blossie Marquez
Jo-Ann Purcell
James Reed
Helena Rutkowski

Dear Westminster School District Parents:

Every day counts in a child's education. Every day that a student goes to school is an opportunity to learn new skills and excel at acquired ones. Every day a student goes to school he or she learns the skills needed to score well on tests. Every day a student goes to school he or she obtains academic and social skills needed to succeed in life.

Every day a student misses school, he or she falls more than two days behind his or her peers. Not only must the child make up the work he or she missed, but he or she must catch up with new lessons being taught.

Student attendance also is important to school districts for economic reasons. California school districts receive approximately 70 percent of their funding from the state based on student attendance. For each student, this means about \$30.00 per day. When a student is absent for even one day, for any reason, the district loses funding for that day. The state does not allow for "excused absences" any longer.

It is no secret that school districts in California are facing a serious budget crisis. Better student attendance could improve the budget outlook significantly. If every child in the Westminster School District attended school just one more day a year, it would mean \$300,000 in additional funding for the district.

It is important that parents keep their children home from school when they are sick. However, to improve attendance, families can plan vacations during the summer months or school holidays. They can make sure their children arrive at school on time every day. They can schedule routine medical and dental appointments before or after school. If parents must make medical or dental appointments during the school day, they can return their children to school after the appointment.

By improving attendance, parents help their children learn the skills they need for achieving at their grade level. They help them build a strong foundation for future learning. They also make a statement about the importance of funding public education.

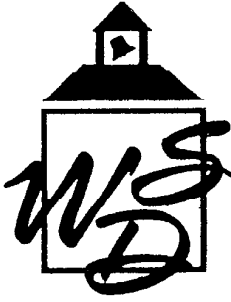
Let's make every day count in the Westminster School District this year. It can make a world of difference in your child's education.

Sincerely,

Sheri Loewenstein
Superintendent

Westminster School District

SCHOOL ATTENDANCE BEHAVIOR REVIEW BOARD



Debra Hill, SARB Coordinator
(714) 894-7311 ext. 439

Christine Harrison, Administrator
Special Projects and Pupil Personnel Services



September 8, 2004

Dear Parents,

For every child to be successful, s/he must be healthy and attend school regularly. It is our desire to be supportive and work collaboratively to help you with your child's educational success. In partnership with the Orange County District Attorney's Office, we want you to know the compulsory education codes (48260, 48264, 48290).

An **EXCUSED ABSENCE**: illness, health care appointment (please bring your child to school following the appointment with a note from the health care office); religious purposes, court appearances, and a funeral (1 excused day for in-state services; 3 excused for out-of-state) (Ed. Code 48260). It is **the parent's responsibility** to clear the child's absence within 5 days or it will be marked unexcused.

An **UNEXCUSED ABSENCE**: medication issues, headaches, vacations on school days, conflicts with other students, missed bus, car broke down, babysitting, asthma, head lice beyond three (3 days), or being "tired."

California Education Code 48260 states:

1. Your child is legally a truant with 3 unexcused absences; a repeated truant with 4 unexcused absences and an habitual truant with 5 unexcused absences (per school year).
2. Three (3) tardies in excess of thirty (30) minutes equals one (1) truancy.
3. Parents may be prosecuted for excessive absences (48264) pursuant to Article 6, 48290.

You will be asked to attend the District's Attorney Parent Meeting if your child has 5 or more unexcused absences; you will be referred to the District Student Attendance Review Board (SARB) if your child has 6 or more unexcused absences.

If you have questions, please call Debra Hill at 894-7311 ext. 439 or Christine Harrison, 479.

Sincerely,

Debra Hill, Coordinator
District Prevention Programs

Table of Contents

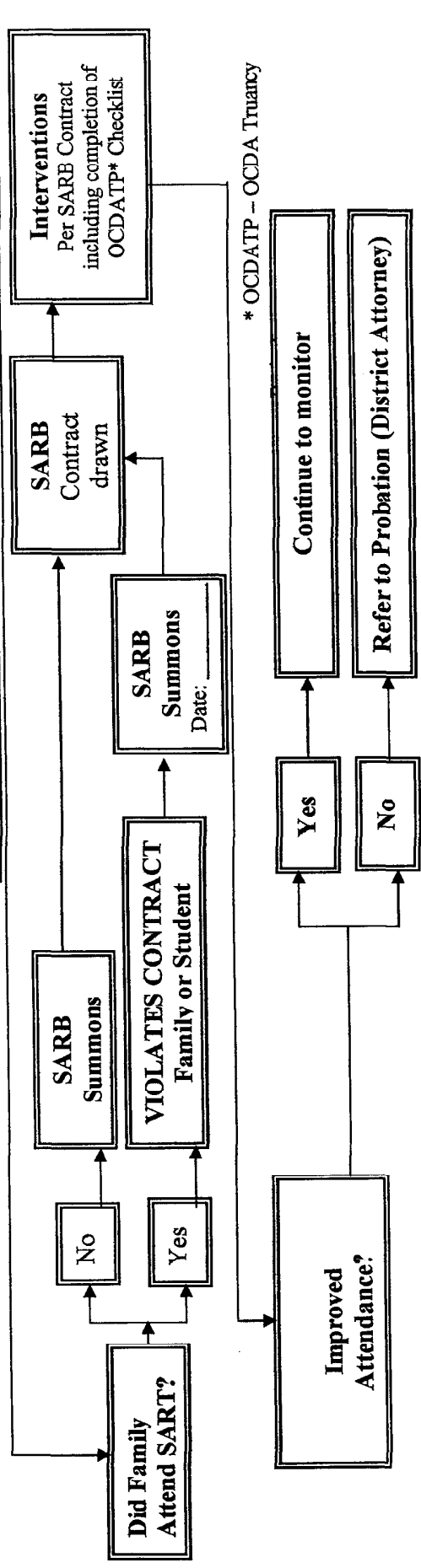
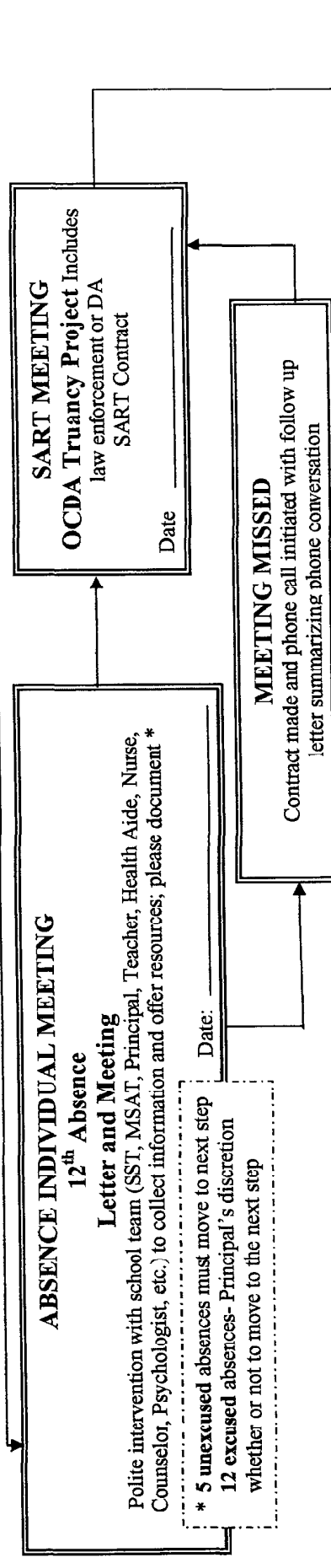
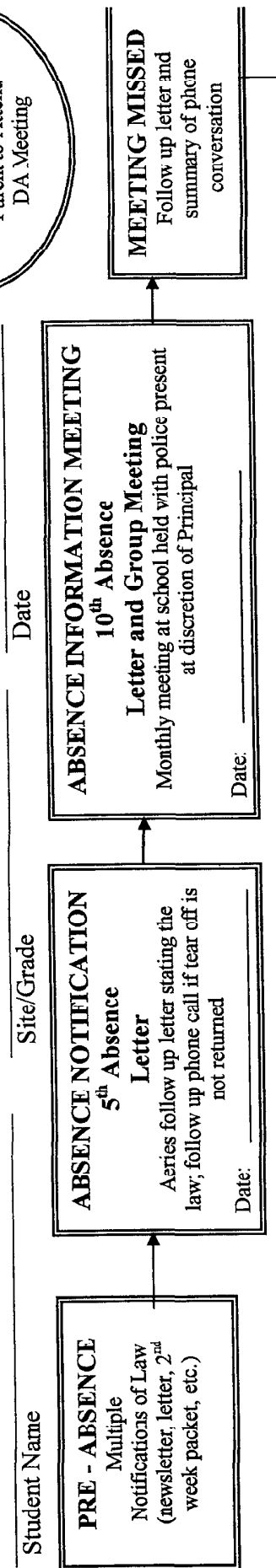


1	SARB Flow Chart
2	District Attorney Parent Meeting Notification
3	The Orange County Truancy Response Project SARB/Attendance Ed. Codes
4	Community Resources
5	School Attendance Review Team (SART) Contract Westminster Deputy Probation Officer
6	Pre-SARB Guidelines and Interventions
7	SARB Referral Process SARB Referral Form
8	Truancy Referral Process Forms and Samples 1-17 Subsections
9	40 Developmental Assets <ul style="list-style-type: none"> • SARB Asset Survey • Counselor Referral Form • Parent Permission Form
10	Disciplinehelp.com Interventions for 117 Behaviors
11	SARB Cum Label
12	OCDATP PowerPoint Presentation

Truancy Project Timeline

For All Types of Absences

5th UNEXCUSED ABSENCE
Parent to Attend DA Meeting



* OCDAATP -- OCDA Truancy