

## **Attendance**

### **Responsibility of the Parent and Student**

Regular and punctual school attendance is required by law and district policy. A parent or guardian of a student is required to send the student to school and to maintain regular school attendance full time during the entire school term. Most students will not achieve academic success unless they attend school every day. "Irregular attendance" is defined as absences totaling more than eight one-half days during any four-week period.

### **Attendance Supervisors**

Principals or program heads are the attendance supervisors for their schools or program. Each principal or program head will develop procedures for maintaining attendance accountability in each school, and publish the procedures in the Parent/Student Handbook, as well as to the staff of the school or program.

### **Notice to Parents/Guardians of Absences and Irregular Attendance**

When a student is absent for three days, the principal or designee will contact the parent to determine the cause of the absence. Contact before three days' absence has occurred is preferred, particularly for students who have been determined to have chronic absence problems. For students who are present for some classes, but not others, the teacher or counselor will contact the parent.

When student absences are determined to be affecting academic success, the student and parent may be scheduled for a conference to develop solutions to the attendance problems.

When the principal determines that a parent has failed to enroll his or her child and to maintain the child in regular attendance, the principal shall give written notification to the parent/guardian within 24 hours of being informed of the irregular attendance. If the student is a youth offender on parole or probation, at the same time notice is given to the parent or guardian, the student's parole or probation officer will be notified. The notice will be served personally or by certified mail. The notice will state that the student must appear in school on the next school day following receipt of the notice and maintain regular attendance for the balance of the school year.

If the parent and student do not comply with the notice, the principal will notify the superintendent. The superintendent may issue a citation to the parents.

Prior to issuing the citation, the superintendent will serve the parent written notice by personal service or certified mail that:

1. States that the student is required to regularly attend a full-time school;

2. Explains that the failure to send the student and to maintain the student in regular attendance is a Class C infraction;
3. States that the superintendent may issue a citation of up to \$500;
4. Requires the parent and the student to attend a conference with a designated school official; and
5. Is written in the native language of the parent or guardian of the student.

The superintendent shall schedule the conference described in section (d) above. If the parent does not attend the conference or fails to send the child to school, the superintendent may issue a citation. The citation shall be served in person.