

Lane Education Service District Administrative Rule

Code: **JEA-AR**
Adopted: 1/25/95
Revised/Readopted: 7/10/01
Orig. Code(s): JEA-AR

Lane ESD Attendance/Truancy Program

Procedures for Documenting and Referring a Student for
Truancy, Nonattendance, Irregular Attendance and Unexcused Absences

1. Person responsible for student attendance should be familiar with the Oregon Revised Statutes (ORS) regarding unexcused absences: 339.005, 339.010, 339.020, 339.030, 339.035, 339.040, 339.055, 339.065, 339.080 and 339.090.
2. If a component district student has unexcused absences, a file should be started by the student's resident school in which the following should be placed:
 - a. Copies of all letters to parents;
 - b. All documentation including anecdotal records, regarding home visits, conferences and phone calls;
 - c. Printout of all absences - with unexcused absences noted. (Include a key for absences.)
3. When a component district student is determined to be truant, a certified letter or letters should be sent to the parent by the student's resident school explaining the son's/daughter's attendance records. (Number of days in session, number of days absent - excused and number of days absent - unexcused, in the last 20 days.)

The letter should also inform parents of the action the resident school will take if the student's attendance does not improve, i.e., referral to the Lane Education Service District attendance investigator and ultimately, if necessary, to the court.

4. If all the student's resident school's available internal and external resources have been exhausted and the problem continues, please refer the student to the attendance/truancy secretary at Lane Education Service District.

To refer to Lane ESD, please submit the following:

- a. Fully completed nonattendance referral form. Include all unexcused/excused absences indicated on an attendance printout;
- b. Documentation and a description of the student's resident school's and/or attendance department's attempts to work with the student and family. This should include, but not be limited to, conferences with the principal, vice principal, school counselor, school attendance person, social worker, community agent and teachers;
- c. Report covering attempts the resident school has made to either modify the student's program or seek alternative educational programs;
- d. Any description available as to the parent's involvement, attitudes, strengths and weaknesses;
- e. Any description or statements of the student's which may show attitude and problems which contribute to the truancy problem.

5. The following is support that the schools can expect from the Lane ESD attendance officer:
 - a. A letter explaining the attendance/truancy law (ORS 339.080) will be given to the parent/guardian during a home visit. If the parent/guardian is not locatable, the letter is sent via registered/certified mail;
 - b. Upon completion of the home visit, the attendance officer will make a report. It will include a synopsis of the conversation with the parent/guardian and a recommendation for further action if the problem should continue;
 - c. If the student does not return to the resident school the day following the Lane ESD attendance officer's visit to the parent, the school may refer the student to the Lane ESD again. Truancy action on second referrals will follow the recommendations of the attendance officer's previous report;
 - d. Subsequent to steps a. through c., Lane ESD will communicate with the resident school;
 - e. Lane ESD attendance officer will work closely with resident school personnel in the data collection process;
 - f. Lane ESD should be informed immediately by resident school personnel if the student returns to school at any time during the investigative period.
6. The person who referred the student and the resident school district superintendent will receive a copy of the following documents: the letter to the parent/guardian explaining the attendance/truancy law and the attendance officer's report. If resident school personnel determine that information contained in the report is incorrect, contact the Lane ESD attendance/truancy office.
7. If the attendance officer's recommendation from the initial investigation is that "the case be prepared for citation if the problem continues," a nonattendance referral form will be completed by the resident school district and sent to the Lane ESD Attendance/Truancy Office. A conference officer will arrange for a conference with school personnel, the parent or guardian and the student. A citation will be issued if the parent or guardian fails to attend the conference, or if the conference officer determines that the evidence presented supports the issuance of a citation.
8. Lane ESD will provide the services of a conference officer. Lane ESD will bill the referring district for all conference officer time, mileage and other related expenses.
9. Upon the issuance of a citation, a court date will be set at which the defendant (parent or guardian) must appear to plead his/her case. If the defendant pleads "not guilty," a trial date will be set. If the defendant pleads "guilty," bail will be set by the presiding judge.
10. While waiting for a conference and/or court appearance, the resident district should document all correspondence and contact with the student/parent. This includes continued monitoring of unexcused absences.
11. Resident district communicates all changes in status to the attendance/truancy secretary, i.e., student moving, another parent taking custody, student being removed from home, student transferring to another school.

LANE EDUCATION SERVICE DISTRICT
NONATTENDANCE REFERRAL

INSTRUCTION TO SCHOOL: Please direct this referral to Lane Education Service District Supervisor as provided in ORS 339.080. The information on this form will be used by Lane ESD to conduct an interview with the parent or legal guardian of the truant student.

Date: _____

Name of the Student: _____

Full Address: _____

Date of Birth: _____

Name of Parent/Guardian: _____

Number of Years Student Has Been in the School District: _____

Parent's/Guardian's Native Language if Other Than English: _____

To Your Knowledge, Does Parent/Guardian Speak and Read English? _____

Best Time to Contact Parent/Guardian (Please include pertinent information such as work hours, etc.):

Summary of Student's Attendance (Please include an attendance record. Note which absences are excused/unexcused and additional background information such as chronology of home contacts, copies of letters to parents, etc.)

Name of Requestor: _____

Title/Position: _____

School: _____ Telephone No.: _____

FOR OFFICE USE ONLY

Date received _____ File No. _____ District _____