

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 5116.3(a)

Students

Student Attendance Responsibilities

The procedures outlined are intended to involve students, parents/guardians, teachers, and administrators directly and personally in student attendance.

Definitions

Truancy: Failure to attend an assigned class or classes without consent of parent/guardian or school official.

Tardy: A student who is not in his/her seat or at his/her assigned class location, and ready for instruction at the time the tardy bell rings. (The principal shall insure that passing periods are of sufficient length to enable a student to reach the next class within the allotted time.)

Unexcused Tardy: Any tardy which occurs without the consent of a parent/guardian or school official.

Administrative Responsibilities

The principal shall implement these and other approved attendance procedures at his/her school. The principal shall assist the teacher in implementing the attendance program for his/her classroom, including informing students of responsibilities for attendance and consequences of non-attendance. Administrative responsibilities shall emphasize the following:

1. Establish effective contact and communication with students and parents/guardians when problems affecting learning, attendance and citizenship on the part of an individual student occur.
2. Provide assistance and guidance to the teacher as necessary and advisable, concerning student attendance.
3. Establish an overall school environment which fosters a secure, orderly and interesting atmosphere conducive to study and learning.
4. Ascertain that the teacher is fulfilling his/her responsibilities in implementing appropriate classroom actions.
5. Maintain accountability for fiscal reporting purposes and documentation of due process.

Teacher Responsibilities

The teacher has a responsibility for encouraging each student to attend and participate in his/her classes and shall take positive action to bring this about which will include teacher contact with the home after the initial truancy. Each teacher shall:

1. Carefully plan each day's activities, provide meaningful learning experiences for students and commence instruction promptly.
2. Inform all students of their responsibilities for attendance and consequences of non-attendance.

Elementary Procedures

The procedures for dealing with unverified absences and tardies at the ELEMENTARY level is as follows:

1. Following the initial unverified absence or tardy, the teacher shall communicate with the parent/guardian.
2. Upon subsequent unverified absences or tardies, the teacher shall telephone or make personal contact with the parent/guardian of the student.
3. The secretary in charge of attendance shall verify the reasons for all absences not cleared by the teacher.
4. In addition to the parent/guardian contact, the teacher shall take appropriate action, including referral to the administrator. Appropriate action may include student, parent/guardian conference, loss of privileges, detention, special tasks.
5. The administrator may refer the student to SARB, or initiate a home call by Pupil Support Services.
6. At fall and spring conferencing, the importance of attendance and participation of the student shall be reviewed with the parent/guardian.

Intermediate Level Truancy Procedures

The procedure for dealing with truancies at the INTERMEDIATE level is as follows:

1. The attendance secretary shall verify the reasons for all absences and shall communicate with the parent/guardian on all truancies and shall notify the teacher of the contact.
2. Following the initial truancy the teacher shall confer with the student.
3. Upon the second truancy the teacher shall confer with the student and refer student to counselor who shall also confer with student.
4. Upon the third truancy in any one teacher's class, the teacher shall refer the student to his counselor who shall confer with student and parent/guardian.
5. Upon the fourth truancy the teacher shall refer the student to the assistant principal who shall confer with the parent.

6. Upon the fifth truancy the teacher shall refer the student to the principal or his designee who shall take appropriate action. Appropriate action may include student, parent/guardian conference, loss of privileges, detention, special tasks, SARB referral or initiate visitation by Pupil Support Services.

Intermediate Level Tardy Procedures

The procedure for dealing with tardies at the INTERMEDIATE level is as follows:

1. Following an initial unexcused tardy, the teacher shall confer with the student.
2. Upon the second unexcused tardy in any teacher's class, the teacher shall confer with the student and shall take appropriate action. Appropriate action may include student, parent/guardian conference, detention, special tasks or loss of privileges.
3. Upon the third unexcused tardy in any one teacher's class, the teacher shall refer student to his counselor.
4. Upon the fourth unexcused tardy in any one teacher's class, the teacher shall refer student to his counselor who shall confer with parent/guardian.
5. Upon the fifth unexcused tardy the teacher shall refer student to the principal or his designee who shall take appropriate action. Appropriate action may include student, parent/guardian conference, loss of privileges, detention, special tasks, SARB referral, or visitation by Pupil Support Services.

High School Level Truancy/Tardy Procedures

The procedure for dealing with truancies and tardies at the HIGH SCHOOL level is as follows:

1. When a parent/guardian accompanies a student at the time of his/her initial enrollment, the parent/guardian shall be given a copy of the attendance policy to read. He/She will be asked to sign that he/she has received the attendance policy.
2. In the event a parent/guardian does not accompany the student to school, a letter shall be sent explaining school attendance policies and setting forth penalties for repeated truancies and tardies. The parent/guardian shall be asked to sign a statement saying that he has read such letter, and return the signed statement to the school.
3. The student's third period attendance teacher shall discuss the attendance policy with the student and receive a signed statement that he/she has read and understands the regulation, including consequences for noncompliance. Such signed statement shall be kept on file in the school office.

4. Attendance office personnel shall verify the reasons for all absences.
5. The student's parent/guardian shall be notified by attendance personnel or counselor whenever a student is truant (including period trancies) or upon the third full day absence or third unexcused tardy. Notification shall be by telephone, or letter or personal contact when the parent/guardian cannot be reached by telephone.
6. Upon the fourth truancy or sixth unexcused tardy, the principal or administrative designee shall confer with the student and parent/guardian. The principal or administrative designee shall inform the parent/guardian and student of the consequences of subsequent trancies or unexcused tardies. The principal shall include the teacher and/or counselor, and the Remedial Attendance Program

Teacher in the conference. If a parent/guardian does not respond to the request to attend the conference, a written letter containing the above information shall be sent to the home by certified mail or personal delivery. No student shall be referred to Remedial Attendance Program until such communication with parents/guardians has been made by the principal or his designee.
7. At the time of the conference or upon the receipt of the letter as required in 6.6 above, the parent/guardian shall verify the reasons for all absences within a three-day period. All absences not cleared by the parent/guardian within three school days of the absence shall be recorded as trancies.
8. Upon the fifth truancy or seventh unexcused tardy, the principal, having certified, in writing, that Items 6.1 through 6.6 above have been complied with, shall assign the student to the Remedial Attendance Program.
9. Appeals may be heard by a committee appointed by the principal.
10. Upon the tenth and each subsequent five absences in one semester, the teacher shall contact the parent/guardian.

Superintendent Support

The Superintendent of Schools shall provide continuing guidance and assistance to all school principals with regard to this regulation and report to the Board as follows:

1. Provide in writing a monthly progress report by individual school.
2. Evaluate the effects of the Remedial Attendance Program at the close of each semester and prepare a written report.