

## **Compulsory Attendance**

Compulsory Attendance (Compulsory Attendance Notifications and Conferences)

### **CHRONIC ABSENCE INTERVENTION PROCESS**

The PBCCS Attendance Team (administrator (s); school counselor; office manager) meet bi-weekly to discuss the queried list of students who fail to meet regular attendance requirements, referred to as Chronic absences defined here and through out as (absences greater than one full day per week or more than eight one-half day absences (or the equivalent) in any four-week period school is in session). This action will be taken through a process as follows.

#### **1.) STEP 1- Monitor**

The PBCCS Attendance team will:

- Determine if a parent or guardian has failed to enroll their child and to maintain the child in regular attendance. Does the child meet the chronic absence definition as stated and defined by (absences greater than one full day per week or more than eight one-half day absences (or the equivalent) in any four-week period school while school in session).
- Review Oregon's compulsory attendance law and the student's attendance record;
- Determine the reasons for the noncompliance (per PBCCS Policies (Student Absences and Excuses – JED, Student Conduct JFC)
- Implement universal strategies for all students as a means to communicate the importance of maintaining regular attendance; develop a plan for student attendance improvement (i.e., contract, etc.);

As needed, the school administrator shall:

- Utilize attendance intervention strategies with students who are chronically absent from school;
- Contact parents, or guardians, by phone to express concerns and gather information;
- Provide written compulsory attendance noncompliance notification to the parent or guardian.

#### **2.) Step 2- Communicate**

- Serve the notification personally or by certified mail. The notification will be written in the native language of the parent or guardian;
- Ensure that notification includes a statement requiring the student to appear on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- Notification to parents will state that enrollment may be discontinued if regular attendance is not maintained and there is a waiting list at PBCCS for a specific grade level that the student is enrolled in.
- Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP), if the child does not currently have an IEP, or request a review of their child's current IEP;
- Provide a copy of the notification in permanent attendance records.

**3.) Step Three- Conference:**

If the student continues to meet the standard of chronic absence as defined by (missing more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session), a conference with parents will be scheduled. Parents, or guardians, will be notified (via phone call or email) of the need for a conference and given 48 hours to respond. If the parent, or guardian fails to engage with school administrators/ staff requests for conference within the required 48 hours, the administrator can move forward without the need for parent conference.

Requirements of conference,

- The building administrator shall facilitate a conference with the parent/ guardian, student (if of mature age) and child's teacher (s). The school attendance committee will consist of the building administrator, school counselor, and classroom teacher. Auxiliary aids and services will be provided upon advance request;
- Discuss the potential consequences for continued compulsory attendance noncompliance, including violations (Board Policies – JED, Student Absences and Excuses and JFC, Student Conduct).
- Provide a copy to the parent, or guardian of other available resources and community, if available;
- Maintain student attendance records in accordance with applicable education records laws.

**4.) Step 4- Decision**

- If the student continues to meet the definition of chronic absence as defined by, (missing more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session), the administrator(s) will make the final decision regarding the student's continued enrollment at PBCCS.
- Administrator (s) will follow expulsion procedures outlined in [policy JGE](#).
- The final decision regarding the students continued enrollment must take into account the current status of the waitlist for the specific class of the student as discussed in Step 2.
- Parents, or guardians will be notified of the decision both in writing and through a conference (call or meeting). Included in this notification will be the process for appeal outlined below. The appeals process is limited to five "school days" for the purpose of ensuring full compliance with attendance requirements and filling the spot off the waitlist.

**5.) Step 5- Appeal:**

- If the student is unenrolled due to chronic absences, as defined by (absences greater than one full day per week or more than eight one-half day absences (or the equivalent) in any four-week period school is in session), the parent, or guardian will have the opportunity to appeal the administrators decision to the PBCCS Board.
- The parent, or guardian will have five "school days" to formally request an appeal to the PBCCS Board in writing using the public complaint form on page three of KL-AR, Public Complaint Policy which is located in section K of Board Policies.
- The PBCCS Board will call and meet in an executive session to hear the appeal for student enrollment within five business days of receiving the formal written complaint.
- The final enrollment decision will be communicated to the family by the Board Chair in writing.

END OF POLICY