

ATTENDANCE

In order to promote and assure optimal levels of student attendance, the activities described below shall be implemented, monitored, and annually evaluated:

1. The Governing Board and Superintendent will develop and send a letter to parents/guardians that informs them of the importance of school attendance and its role in academic performance. This letter shall also be included in Parent Handbooks and on the district web site. Parents/guardians will be requested to sign and return confirmation receipt of this letter at the beginning of the school year.
2. At the beginning of the school, a letter from the Board will be sent to parents/guardians of students who had excessive absences the previous school year. The letter will ask for parental cooperation to improve student attendance and will state that the district will monitor their child's attendance for improvement.
3. The Superintendent shall establish an annual districtwide attendance goal that designates a districtwide percentage increase in the student attendance rate. The goal will include improvement targets for student subgroups identified as having significant lower attendance patterns in previous years. Annually the Superintendent will take direction from the School Board about how to disperse any savings generated from school attendance or districtwide attendance improvement.
4. The Superintendent or designee will develop a standardized letter to inform parents/guardians of students who have excessive days of excused and unexcused absences/tardies of 30 minutes or more. School administration will monitor attendance patterns and will send these letters to parents/guardians when students have 3, 6, and 9 days of absences/tardies of 30 minutes or more.
5. School administration will provide interventions and document their use.
6. School administration shall develop and implement programs to establish positive incentives for students, parents/guardians and staff to improve student attendance schoolwide.
7. School administration shall form, coordinate and support School Attendance Review Teams (SART) as an intervention to improve student attendance and reduce truancy. A SART shall be convened for a student after nine days of absence or when a student is identified as a habitual truant. An attendance contract will be signed at that time providing expectations for improvement intervention and support.
8. The district shall maintain an electronic data system that provides accurate current data about individual student attendance. The system shall enable the analysis of student attendance by various student subgroups, absence frequency, number of absences, types of reasons for absences, length of absences, etc. School administration will use this electronic system to monitor and improve attendance.

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9. A districtwide department will develop, implement and support an automated system that telephones and emails the homes of absent students. The system will communicate that a student is absent and seek parent's/guardian's support for communicating about absences.
10. School administration will use the districtwide automated, electronic system for identifying students who exceed the benchmarks for excessive excused absences and unexcused absences. The system shall automatically generate standardized letters to parents of identified students. The letters shall inform the parent of applicable attendance standards, dates of student absences, excused and unexcused absences/tardies of 30 minutes or more, parental responsibility for improved student attendance and requirements for verification of absences.
11. School administration shall organize and implement community information and outreach plans to inform parents/guardians, PTAs, and community of the value of consistent school attendance. The plan shall include letters to parents/guardians, recognition activities for students and other activities, which inform, enlist support of, and recognize improved student attendance.
12. The Superintendent or designee shall, with Board approval, provide districtwide annual attendance incentives for each school, based on proportionate savings earned.
13. The district designee will send out truancy letters after three, four and five unexcused absences and unexcused tardies over thirty minutes.
14. Parents/guardians shall notify the school within seventy-two hours of the last day of the student's absences and unexcused tardies over thirty minutes.
15. Absences remaining as unverified for three or more days after a student returns to school will be considered as unexcused or truant.