

# STUDENT ATTENDANCE PROGRAM PROCEDURES

PAGE UNIFIED SCHOOL DISTRICT NO. 8

## I. Definition of Terms

- **Truant** means an unexcused absence for at least one class period during the day.
- **Habitually truant** means a child who is truant for at least five school days within a school year.
- **Truant child** means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by law.
- **Excused absence** is an absence approved by the building principal or their designee. All other absences are unexcused and constitute truancy.
- **Excessive absenteeism** is the accrual of ten or more days absent during the school year.
- **Disseminate** means correspondence to parents; periodic review at student meetings, parent meetings or other gatherings; to publish in handbooks and community publications and such other methods as may be used to assure widespread awareness of these procedures.

## II. Notice to Parents/Guardians/Students

### • **Step One**

Procedures for the handling of truancy and absenteeism shall be disseminated appropriately so that students, parents and guardians are aware of the sequence of events which will constitute the handling of truancy and excessive absenteeism.

### • **Step Two**

Within two hours of the start of a student absence, the process of parent notification must start. Such notice, whether by telephone or other means, must constitute a good faith effort to inform the parent or guardian of the absence. Such effort and contact shall be documented.

### • **Step Three**

Upon day **four (4)**, cumulative, of student absence, a written notice shall be sent to the parent/guardian to set up a meeting with the Principal or Assistant Principal. The Student Support Services office will be notified and a home visit will be completed to discuss barriers to attending regularly. Supports will be offered to the family at this time.

### • **Step Four**

Upon day **seven (7)**, cumulative, of student absence the school will initiate another parent/guardian contact to schedule a meeting with school staff (2nd notice): A) parents of students who reside in the City of Page will be monitored by Student Support Services and a plan implemented for improved attendance. B) parents of students who have a CIB will be visited by the Student Support Services office to complete a consent for a Peacemaking referral through the Navajo Nation.

### • **Step Five**

Upon day **nine (9)**, cumulative, of student absence a parent conference is required (3rd notice): A) parents of students who reside in the City of Page who did not meet with the Principal or Assistant Principal within 5 days may be sent a notice and the City Attorney may assess a fine or jail time; B) parents of students who have a CIB that have not participated in the Peacemaking program will be referred to the Probation Department through Navajo Nation. The probation department will make home visits to assess why regular attendance is not happening.

### • **Step Six**

Upon **day twelve (12)**, cumulative, of student absence: A) parents of students who reside in the city of Page may be fined or given jail time; B) parents of students who have a CIB will be referred to the Navajo Nation Prosecutor's office and possible consequences including fines and jail time will be assessed at that time.

**Student Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_