

## LORAIN COUNTY PUBLIC SCHOOLS ATTENDANCE RESPONSE PROCEDURES

At that point when a student demonstrates chronic, unacceptable school attendance behaviors, referrals will be made in the following manner:

REFERRAL MADE TO	ACTIONS TO BE TAKEN	IF ATTENDANCE IMPROVES
1. Building Administrator	<ul style="list-style-type: none"> <li>• Collect information on                             <ul style="list-style-type: none"> <li>▸ excused absences</li> <li>▸ unexcused absences</li> <li>▸ family situation</li> </ul> </li> <li>• Initial warning letter to parents</li> <li>• Continue to monitor attendance</li> <li>• Initiate School-to-Attendance Officer Referral Form                             <ul style="list-style-type: none"> <li>▸ copy to Guidance Counselor</li> </ul> </li> </ul>	Personal contact with student to encourage continued attendance
If attendance problems continue		
2. Attendance Officer	<ul style="list-style-type: none"> <li>• Respond to School-to-Attendance Officer Referral Form</li> <li>• Interview student</li> <li>• Letter to parents explaining non-attendance legal implications</li> <li>• Home visit(s)</li> <li>• Social service referrals</li> <li>• Conference with parent and child at home</li> </ul>	Encouragement for continued improved attendance
If attendance problems continue		
3. Guidance Counselor <ul style="list-style-type: none"> <li>• Building Administrator</li> <li>• Attendance Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Social service referrals</li> <li>• Family assessment completed by Guidance Counselor/Attendance Officer</li> <li>• Parent conference with Attendance Officer/ Building Administrator (Guidance Counselor optional)                             <ul style="list-style-type: none"> <li>▸ home/school contract</li> <li>▸ volunteer parenting skills workshops</li> <li>▸ reaffirm legal implications</li> <li>▸ advantage of staying in school</li> </ul> </li> </ul>	Congratulations on the successful effort
If attendance problems continue		
4. Attendance Officer	<ul style="list-style-type: none"> <li>• Second letter to parents (registered)</li> </ul>	
If attendance problems continue		
5. Superintendent	<ul style="list-style-type: none"> <li>• Conference initiated by Building Principal/Attendance Officer/Counselor                             <ul style="list-style-type: none"> <li>▸ law-compulsory education</li> <li>▸ student driver's license/work permit may be revoked</li> <li>▸ re-address                                     <ul style="list-style-type: none"> <li>- home school contract</li> <li>- et al. Interventions</li> <li>- social services options</li> </ul> </li> <li>▸ apply district discipline policy</li> <li>▸ explain parenting workshops</li> </ul> </li> </ul>	Congratulations on the successful effort.
If attendance problems continue		
6. Juvenile Court Referral	<ul style="list-style-type: none"> <li>• hearing date set for student, parent and Building Administrator</li> <li>• participants adhere to hearing discussion</li> </ul>	
If attendance problems continue		
7. Parent Workshop	<ul style="list-style-type: none"> <li>• Parenting skills</li> <li>• Compulsory school laws</li> <li>• Overview school opportunities and options</li> </ul>	Certificate of accomplishment to participants.
If attendance problems continue		
8. File Bond on Parent <ul style="list-style-type: none"> <li>• Judge</li> </ul>	<ul style="list-style-type: none"> <li>• participation and cooperation by student, parent and Building Administrator</li> </ul>	
If attendance problems continue		
9. Prosecutor	<ul style="list-style-type: none"> <li>• complaint consideration against parent</li> </ul>	

Adopted: January 19, 1994

Revised: February, 1994 - Lorain County Board of Education

Columbia Schools, Columbia Station, Ohio