Port Orford-Langlois School District

Code: JEA-AR(1)
Revised/Reviewed:

Compulsory Attendance Notices and Citations**

(Version 2)

{Highly Recommended. Compulsory attendance for education and/or registering homeschool students with the local ESD are statutory requirements of persons in charge of students ages 6 through to 18. This administrative regulation supports procedures required of public education providers. The district should consult with the ESD on which superintendent will issue a citation, if at all, for violations of ORS 339.035 before adopting bracketed language.}

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. A citation may be issued by the superintendent for noncompliance of ORS 339.035[1] in accordance with ORS 339.095.

1. Attendance Supervisor

   The attendance supervisor shall:

   a. Determine whether a parent or guardian has failed to enroll their child and to maintain the child in regular attendance at a public school. "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
   b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of notification of the violation from the proper authority. If the student is an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor shall notify the student's parole or probation officer of the student's absence;
   c. Serve the notification personally or by certified mail. The notification will be written in the home language of the parent or guardian of the student;
   d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
   e. 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) or Section 504 plan ("504 plan") or right to request a review of their child's current IEP or 504 plan;
   f. Provide a copy of the notice to the superintendent or principal at the time notice is given to the parent or guardian.

   The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the principal.

2. Principal

[1] ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.

If after review of a student's record, a citation in violation of ORS 339.035 appears warranted, prior to issuing the citation, the superintendent or designee shall provide written notification to the parent or guardian of the student and the student. The notice will be written in the native language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:

a. The student is required to attend regularly, a full-time school during the school year;
b. A citation for violation of ORS 339.035 may be issued by the superintendent or designee;
c. The parent or guardian has the right to request an evaluation to determine if the student should have an IEP or 504 plan, if the student does not have one, or a review of the student's current IEP or 504 plan;
d. The parent or guardian and student are required to attend a scheduled conference with the superintendent or designee. The date, time and place of conference will be specified in the notice.

If an evaluation or review as described in item c. above has been requested, this conference will be scheduled after its completion.

3. Conference

The superintendent or designee may conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee may:

a. Review Oregon's attendance law and the student's attendance record;
b. Determine the reasons for the noncompliance;
c. Develop a plan for student attendance improvement (i.e., contract, etc.);
d. Inform the parent and student of other available resources in the district and community, if available;
e. Discuss the potential consequences for continued attendance noncompliance, including the potential for the issuance of a citation, if applicable.

PROPOSED

Port Orford – Langlois School District
45525 Highway 101, Sixes, OR 97476
541-348-2455

******** ATTENDANCE SUPERVISOR'S NON-ENROLLMENT NOTICE ********

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

After review of attendance records, your child _____ (name) is not exempted from compulsory attendance for school, under provisions of ORS 339.030, and is not currently enrolled in school.

In accordance with Oregon law, children between ages 6 through 18 must be enrolled in school. Please enroll your child at Driftwood Elementary and/or Pacific High School no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your child's current IEP or 504 plan.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is South Coast ESD, and contact Brandi Monroe at 541-266-4046.

If you have questions and/or need assistance, please contact your building principal. The Driftwood Elementary principal can be reached at 541-332-2712, and the Pacific High School principal can be reached at 541-348-2293.Sincerely,

Principal

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Port Orford – Langlois School District
45525 Highway 101, Sixes, OR 97476
541-348-2455

******** ATTENDANCE SUPERVISOR'S IRREGULAR ATTENDANCE NOTICE ********

Date _____

Parent(s)/Guardian _____

Address _____

Dear _____,
(Parent/Guardian)

After review of attendance records, your child _____ (name) is not maintaining regular attendance at a public school as required by ORS 339.065. "Regular attendance" is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent thereof in any four-week period school is in session. According to attendance records, your child has had _____ unexcused absences from school on the following dates: _____.

Please send your child to school no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan ("504 plan") or request a review of your child's current IEP or 504 plan. If you request an evaluation for, or a review of a current IEP or 504 plan, a conference will be held after such evaluation or review has been completed.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is South Coast ESD, and contact Brandi Monroe

If you have questions and/or need assistance, please contact your building principal. The Driftwood Elementary principal can be reached at 541-332-2712, and the Pacific High School principal can be reached at 541-348-2293.Sincerely,
Sincerely,

Principal

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~~45525 Highway 101, Sixes, OR 97476~~
~~541-348-2455~~

~~**SUPERINTENDENT'S NOTICE**~~

~~Date _____~~
~~Parent(s)/Guardian _____~~
~~Address _____~~

~~Dear _____,~~
~~(Parent/Guardian)~~

~~According to district records, you were notified by the district's attendance supervisor on [date] that your child, _____ is not yet enrolled in school is not maintaining regular school attendance is not enrolled with the local education service district] as required by Oregon law.~~

~~Your child was required to appear in school no later than the next school day following your receipt of the notice and to maintain regular attendance for the remainder of the school year. District records indicate your child continues to be absent from a public school. A child is required to regularly attend a full-time school.~~

~~You may request an evaluation of your child's individualized education program (IEP) or Section 504 plan or a review of same. Request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan. Request a review of an existing IEP or Section 504 plan for your child and the requested evaluation or review was completed on (date).~~

~~You and your child are requested to attend a conference with the principal on (date) at (time) to discuss:~~
~~1. The development of a plan for improvement;~~
~~2. Resources available to help your child be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;~~
~~3. Any questions you may have concerning district programs and resources to help your child attend regularly.~~

~~If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is Southcoast ESD, and contact Brandi Monroe.~~

~~If you have questions and/or need assistance, please contact the district office at 541-348-2455.~~

~~Sincerely,~~

~~Driftwood Elementary Principal~~
~~Pacific High School Principal~~

PROPOSED