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**Michelle John**  
Superintendent

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SUBJECT: School Attendance Procedures

Dear Parents/Guardians:

Our goal this year is to ensure that every student attends school regularly; Paradise Unified School District has high academic expectations for ALL students. In order for each student to realize his/her individual educational achievement, students must attend school regularly and on time. As partners in their child's education, parents are asked to help their children meet all school commitments.

We realize some absences are unavoidable due to health problems or other circumstances. However, we also know that when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent, which means missing six or more days during a trimester or nine or more days during a semester. Research shows:

- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade, good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!! Clearly, going to school regularly matters! We do not want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time.

**STUDENT TARDIES:** A student is tardy when he/she arrives in the classroom after the tardy bell rings, but before the first thirty (30) minutes of class has been completed. A student is considered 'late' with an unexcused tardy of 30 minutes or more.

**STUDENT ABSENCES:** Expectation of students to make up any work missed, whether an absence is excused or unexcused. Any student absence resulting from a school suspension will be unexcused. Parents will be notified of attendance problems.

**EXCUSED ABSENCES:** Excused absences are defined as: \*illness \*quarantine by county or city health officer \*medical, dental or optometric services rendered \*funeral services of a member of the pupil's immediate family.

**10% CHRONIC ABSENTEE POLICY:** The state of California and Paradise Unified School District define "chronic absenteeism" as missing 10% or more of a school year for any reason. When a student has accrued any type of absences equal to or surpassing 10% of the school's days (not prior to the 20<sup>th</sup> days of instruction), each subsequent absence must be verified by a physician, health professional, school nurse or other school personnel. Absences must be cleared daily, unless other arrangements are made with the school principal or designee. Failure to provide verification will result in said additional absences recorded as unexcused.

Pursuant to the California Education Code and the Paradise Unified School District Policies and Procedures, if attendance issues do arise, a student and parent may be referred to a Student Study Team or a School Attendance Review Board. The goal of these attendance procedures will help both the parent and school work together in a cooperative manner toward our common goal of increasing your child's success in school.

Sincerely,

Michelle John  
Superintendent

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