

Salinas Union High School District

ATTENDANCE COMMUNITY LIAISON

In accordance with established District Policy 5113 and compulsory attendance laws (E.C. 48200), the Salinas Union High School District will utilize the services of an Attendance Community Liaison to assist site attendance officers in the monitoring of students unlawfully absent from school. Students may be excused from school for illness, doctor's appointment, family funeral, or with permission of the school in advance for personal family emergencies, or in the event of suspension by the school. All other students must be punctual and regular in attendance.

The Attendance Community Liaison may detain or assume temporary custody of any minor subject to compulsory full-time education or to compulsory continuation education found away from his home during school hours and who is absent from school without valid excuse within the city, county, or School District.

The Attendance Community Liaison will forthwith deliver or direct the minor to the school from which the minor is absent. The school will notify the parents of the student's absence and report the matter and disposition made by the school authorities.

Organization

The Attendance Community Liaison will:

1. Work under the direction of the SB-65 Outreach Consultant (Mt. Toro High School)
2. Maintain daily logs to record the number and names of students contacted and the disposition of each student's case
3. File a monthly report with the Outreach Consultant and the Director of Alternative Education reflecting monthly totals, trends, and recommended referrals
4. Be authorized to detain and/or assume temporary custody of any student enrolled in he schools or programs of the Salinas Union High School District
5. Transport students voluntarily to their assigned school
6. Work closely with the Salinas Police Department.
7. Utilize portable communications equipment provided by the District for immediate contact and verification with school sites
8. Be provided with official identification (shield, identification card) identifying the Attendance Community Liaison as an employee of the Salinas Union High School District

Responsibilities

The Attendance Community Liaison will:

1. Question any school-age minor encountered out of school without a valid excuse during regular school hours

Salinas Union High School District

Students

Regulation #5113.4

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2. Determine the name, address, and school of attendance of any student so questioned
3. Contact the school of attendance to clarify each student's current status (e.g., suspended from school, in Independent Study or Opportunity, absent without permission, etc.). Such students should not be away from home during the school day
4. Investigate reports of school-age children being seen or kept at home
5. Communicate with the Salinas Police Department regarding reports of "parties" being attended during regular school hours by school-age students
6. Facilitate enrollment of any student not currently enrolled in a comprehensive school or alternative program
7. Make home visits or phone contacts to facilitate resolution of attendance problems as needed
8. Work with local businesses to insure that all students who are working have proper work permits

References:

Education Code

48200 Children between ages 5/6 and 18 years (compulsory full-time attendance)

48264 Arrest of truants

48265 Delivery of truant

48266 Report by arresting officer

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Renumbered from AR 5113.2 to AR 5113.4