



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6291

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CATEGORY: **Students, Discipline**

EFFECTIVE: **8-29-89**

SUBJECT: **Parents/Guardians, Classroom Attendance**

REVISED: **6-14-2002**

A. PURPOSE AND SCOPE

1. To outline district procedures authorizing the teacher of a student suspended for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority, to require the parent/guardian of the student to attend a portion of the school day in the student's classroom.
2. **Related Procedures:**
 - Suspension 6290
 - Expulsions 6295
 - Release of student information..... 6525
 - Short-term contract independent study 4316

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy H-6810; Education Code Section 48900.1.
2. **Parent/Guardian Employee Rights.** The parent/guardian is protected from any retaliatory employment actions including discharge, demotion, suspension or other unfair treatment for complying with the school's request. The parent/guardian has specific legal remedies for retaliatory employment actions, including the right to file a complaint pursuant to specified procedures set forth in the Labor Code.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Placement and Appeal Office, Counseling and Guidance Department, Institute for Learning.
2. **Definition.** Suspension is the removal of a student from ongoing instruction for adjustment purposes (Procedure 6290, C. 2. c.).

Note: An informal suspension is not recognized in this procedure. Suspensions require completion of a "Report on Suspension" form (E.1.).

3. **Circumstances and/or Limitations.** A teacher may require the parent/guardian of a student who is suspended to attend a portion of the school day in their student's classroom under the following circumstances and limitations:
- a. Suspensions must be for:
 - (1) Committing an obscene act or engaging in habitual profanity or vulgarity, or
 - (2) Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - b. Attendance of the parent/guardian shall be limited to the classroom from which the student was suspended.
 - c. Required attendance shall apply only to a parent/guardian actually living with the student suspended.
 - d. The parent/guardian shall not be required to leave their place of employment to attend their student's classroom more than four times each school year.
 - e. Attendance may be requested on the day the student is scheduled to return to class or within a reasonable period of time thereafter, not to exceed ten (10) school days subsequent to the suspension.
 - f. All students in a teacher's classroom shall be treated uniformly regarding required parent/guardian attendance.
4. **Written Notice.** If a teacher requires a parent's/guardian's attendance following a suspension, the principal or designee shall mail a written "Notice to Attend" (E.2., Attachment) in the parent's/guardian's primary language, as is practical, stating the date and time of the requested classroom attendance and that such attendance is required pursuant to law. The written notice shall be co-signed by the requesting teacher and the principal or designee.
5. **School Meeting.** The parent/guardian who attends his/her student's classroom shall be informed that a meeting shall take place between the parent/guardian and the principal or designee after completing the classroom visitation and before leaving the school site.

6. **Factors Which May Prevent Compliance.** A parent/guardian may not be required to comply with a "Notice to Attend" if one or more of the following reasonable factors exist and are established with the principal or designee:
- a. The parent/guardian would suffer a loss of salary due to the contract or practices of their employment.
 - b. The parent/guardian has a transportation hardship.
 - c. The parent/guardian has child care responsibilities at home during the school day.
 - d. The parent/guardian is hospitalized or incarcerated.
 - e. The parent/guardian is in the process of appealing the suspension.
7. **Noncompliance.** If a parent/guardian does not respond to a "Notice to Attend," the following procedure shall be implemented:
- a. **Documentation.** Copies of the "Notice to Attend" documenting the parent's/guardian's failure to comply shall be filed in the school office and the Placement and Appeal Office.
 - b. **Follow-up Plan.** The requesting teacher shall meet with the principal or designee to develop a follow-up plan for the student. (Plans may include sending a second "Notice to Attend," referral to the site Consultation Team, classroom interventions and/or other interventions, as appropriate.)
 - c. **Punitive Action.** Failure of the parent/guardian to comply with the "Notice to Attend" shall not, in and of itself, result in punitive action by the school against the student.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Report on Suspensions, Stock Item 22-R-2220; Spanish version, Stock Item 22-R-2222
2. Notice to Attend, Attachment

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F. REPORTS AND RECORDS

1. Schools immediately process "Report of Suspension" form; distribute according to instructions on form.
2. "Notice to Attend" form shall be processed with "Report of Suspension" form and distributed according to instructions on form.
3. "Notice to Attend" form is not retained on a student's permanent record.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education