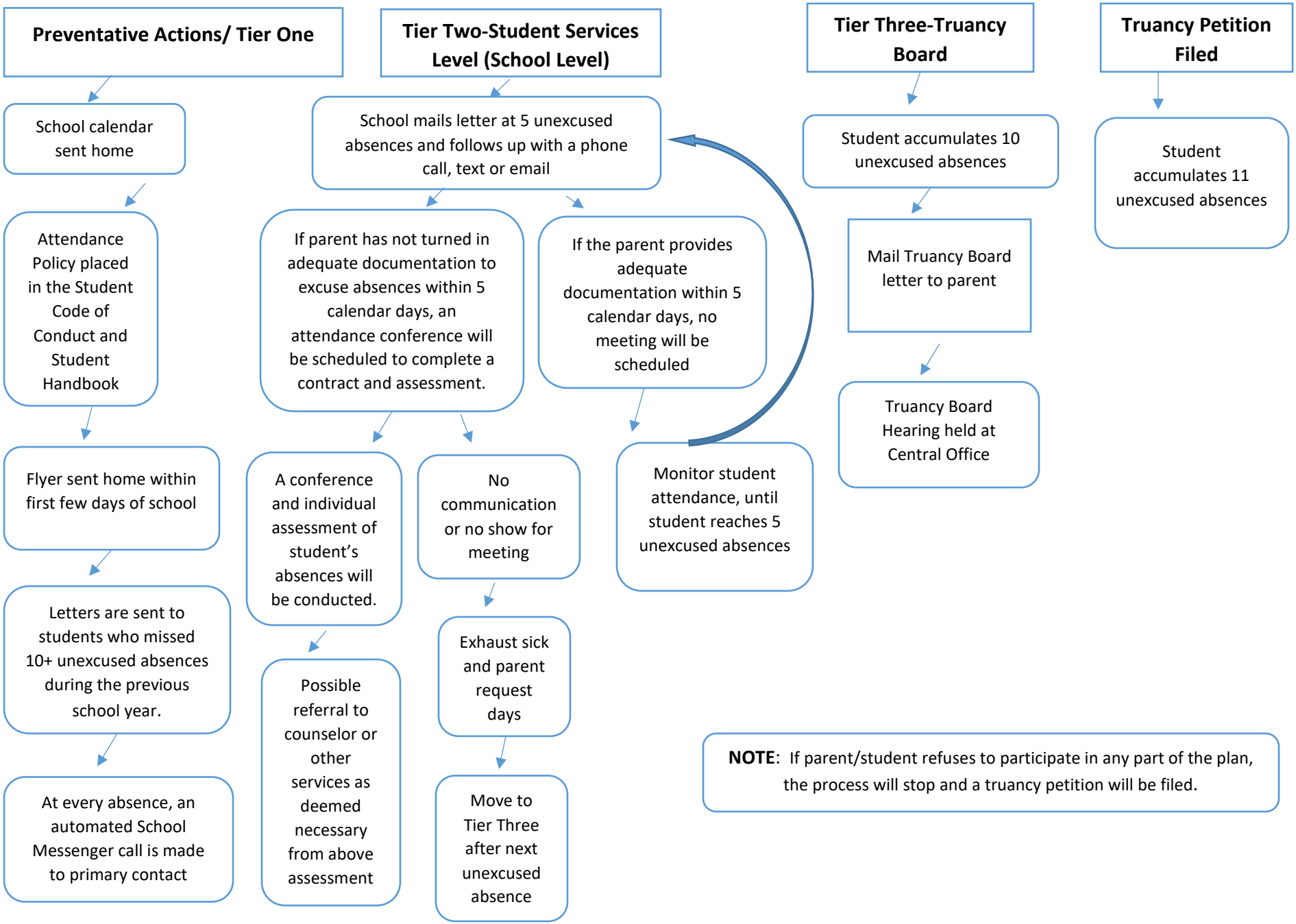
Preventative Actions/ Tier One
School calendar sent home
Attendance Policy placed in the Student Code of Conduct and Student Handbook
Flyer sent home within first few days of school
Letters are sent to students who missed 10+ unexcused absences during the previous school year.
At every absence, an automated School Messenger call is made to primary contact
Tier Two-Student Services Level (School Level)
School mails letter at 5 unexcused absences and follows up with a phone call, text or email
If parent has not turned in adequate documentation to excuse absences within 5 calendar days, an attendance conference will be scheduled to complete a contract and assessment.
If the parent provides adequate documentation within 5 calendar days, no meeting will be scheduled
A conference and individual assessment of student's absences will be conducted.
No communication or no show for meeting
Possible referral to counselor or other services as deemed necessary from above assessment
Exhaust sick and parent request days
Move to Tier Three after next unexcused absence
Monitor student attendance, until student reaches 5 unexcused absences
Tier Three-Truancy Board
Student accumulates 10 unexcused absences
Mail Truancy Board letter to parent
Truancy Board Hearing held at Central Office
Truancy Petition Filed
Student accumulates 11 unexcused absences
NOTE: If parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition will be filed.