

STUDENTS

Attendance Intervention Procedures

~~All attendance interventions must be documented in Infinite Campus on the Attendance Interventions Tab.~~

~~**Pre-Level:** Prior to the start of the school year, the Director of Pupil Personnel (DPP) will identify students who had chronic absenteeism (10% or more total absences) from the previous year. Notice to parents and teachers of these students will be made for monitoring and intervention purposes, which may include individual and/or group activities. Appropriate personnel, including but not limited to, DPP, FRYSC, Principal, attendance clerk, may be involved.~~

Consecutive or Sporadic Excused & Unexcused Events

~~Level 1 (Event 1)~~

- ~~• Principal/designee will attempt to call parent to inquire about absence or tardy.~~
- ~~• Inform parent of attendance policy and current level of absenteeism.~~
- ~~• Provide any other pertinent information.~~

~~Level 2 (Event 2)~~

- ~~• Each day the Principal/designee will attempt to call parent to inquire about absence or tardy.~~
- ~~• Inform parents of current level of absenteeism and number of excuses remaining.~~
- ~~• If student missed at least two (2) unknown absences, a home visit may be made by FRYSC and/or other school personnel to follow up on absences, provide information, offer services, and deliver school assignments, if needed.~~

~~Level 3 (Event 3)~~

- ~~• Principal/designee will contact parent or student to inquire about the student's well being absences or tardies, ramifications of further absences, which may include home visits.~~
- ~~• Inform parents of current level of absenteeism and number of excuses remaining.~~

~~Level 4 (Events 4)~~

- ~~• Principal/designee will attempt to call parent to inquire about absence or tardy.~~
- ~~• Inform parents of current level of absenteeism and number of excuses remaining.~~

~~Level 5 (Event 5)~~

- ~~• Principal/designee will attempt to call parent to inquire about absence or tardy.~~
- ~~• Inform parents of current level of absenteeism and number of excuses remaining.~~
- ~~• Home visit may be done by appropriate school personnel (FRYSC, Principal/designee) to determine why student has been absence and offer support.~~
- ~~• Principal/designee shall make referrals as needed to the nurse, FRYSC, Home/Hospital, counselor or DPP.~~

Attendance Intervention Procedures**Level 6 (6+ Events)**

- Continuing each day, Principal/designee will attempt to call parent to inquire about absence or tardy. Inform parents of number of excuses remaining. Make referrals if needed (nurse, FRYSC, HH, counselor, principal, or DPP).
- Home visit will be made, by appropriate school personnel to determine why student has been absent and offer support.
- Inform parent of current levels of absenteeism.
- Ensure student has access to make up work.

Truant & Habitual Truant Level**Level 4 (3+ unexcused)**

- Levels 1-3 strategies should continue.
- Upon the third (3rd) unexcused event, Principal/designee shall notify the DPP.
- Letters are sent from DPP at third (3rd) unexcused event.
- At SMS and BHS, student is referred to CDW's Truancy Diversion Program when the third (3rd) unexcused absence or tardy occurs. TDP is a meeting at the school level with student, parent, CDW, DPP, FRYSC, counselor, principal, attendance clerk, nurse, and other appropriate personnel.
- Upon the sixth (6th) unexcused absence or tardy, the Principal/designee will notify the DPP.
- Upon the sixth (6th) unexcused absence or tardy, the DPP shall attempt a home visit and serve final notice.
- DPP can enter into a diversion agreement with parent(s) or guardian(s) for a twelve (12) month period prior to a petitioning the court, if the parent(s) or guardian(s) is/are willing to enter into this agreement.
- When further unexcused events occur after the final notice, the DPP will file court petitions, either against the student as a juvenile or the parent, or both.