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.
- A conference and individual assessment of student’s absences will be conducted.
- 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

Tier Three-Truancy Board

- Student accumulates 10 unexcused absences
- If the parent provides adequate documentation within 5 calendar days, no meeting will be scheduled
- Monitor student attendance, until student reaches 5 unexcused absences
- Exhaust sick and parent request days

Truancy Petition Filed

- Student accumulates 11 unexcused absences
- Mail Truancy Board letter to parent
- Truancy Board Hearing held at Central Office

NOTE: If parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition will be filed.