

Roane County Schools

“Progressive Truancy Intervention”

2018 – 2019 SY

Tier 1

- **3 unexcused absences – Start a Truancy File on the student to include:**
 1. Attendance improvement list letter according to board policy if applicable.
 2. Letter from the school making families aware of absences, compulsory attendance law, board policy and the fact that the student has been placed in Tier 1 of Progressive Truancy Intervention.
 3. Internal meeting at the school with the following components:
 - a. A conference with the student and the student’s parent or guardian;
 - b. A resulting attendance contract to be signed by the student; the student’s parent or guardian, and principal/school counselor
 1. A description of the expectation for the student’s attendance
 2. The period for which the contract is effective will be any two consecutive semesters
 - c. An individualized assessment by a school employee of the reasons a student has been absent from school. This assessment may result in a referral to counseling, community-based services or other services to address the student’s attendance problems.
 - d. Schedule at least one follow-up meeting to address progress (can be done in person or by phone, but must be documented by the school).
 - e. For students with disabilities, an IEP/504 team review should determine if the absences are a manifestation of the student’s disability and, if so, are there accommodations in place to address the issue.
- **5 unexcused absences**
 1. A letter from the district making families aware of absences, along with the compulsory attendance law and Progressive Truancy Intervention.

Tier II

- **6 unexcused absences**
 1. After School Session(s) – (Grades K-12)
 - a. Will include a component that addresses attendance and behavior. RCS Student Support could be involved if the student is already receiving services.
 - b. Students will have the opportunity to work on standard based instruction that was missed during absences.

Tier III

- **7 unexcused absences**
 1. External Truancy Board (made up of mental health and case management agencies, Youth Service Officer and School Resource Officer)
 - a. The board will decide if students need additional intervention or services (DCS referral) placed in the home.
 - b. The board will decide if a petition/criminal summons needs to be filed.
 - c. The decision will be based on information provided in the student’s truancy file.
 - d. A recommendation from the school counselor and/or school principal will be the single most influential document utilized in making the decision.
- **8 unexcused absences**
 1. Another letter from district making families aware of absences, along with the compulsory attendance law and Progressive Truancy Intervention.