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## **BLACKMAN HIGH SCHOOL CHRONIC ABSENTEEISM AND PROGRESSIVE TRUANCY INTERVENTION PROCEDURES**

Blackman High School will be using the following procedures to address chronic absenteeism and truancy. **Failure to comply with the tiers listed below will result in the filing of a petition and/or criminal summons in the local court with jurisdiction.**

If you have questions about our chronic absenteeism or progressive truancy intervention procedures, please contact Dr. Leisa Justus at 615-904-3850 or justusl@rcschools.net.

### **1. Chronically Absent Students**

- a. A student is considered chronically absent if the student misses 10% or more of school days for any reason, whether excused or unexcused. Excessive absences from school represent lost instructional time for a student.
- b. Because of the educational impact of chronic absenteeism, the following procedures will apply for all absences:
  - i. If a student accumulates 5 absences, the student will be required to meet with a counselor and may be subject to a written agreement regarding attendance. **If a student accumulates 5 or more unexcused absences, see Tiers below.**
  - ii. If a student accumulates 10 absences, the student will be required to meet with BHS administration. At the Principal's discretion, the student may lose some school privileges. **If a student accumulates 5 or more unexcused absences, see Tiers below.**

### **2. Truant Students (excessive unexcused absences)**

- a. Notification: Once a student has accumulated 5 unexcused absences, BHS will immediately mail a letter to the parent/guardian or legal custodian.
- b. Receipt: Notification will be considered sufficient 2 school days from the postmark of the Notification Letter, and any further unexcused absences after this 2-school day period will subject the student to the Progressive Truancy Intervention Plan below.

#### **Tier I (5 unexcused absences)**

- a. Students with 5 or more unexcused absences will be subject to Tier I interventions which will include the following:

- i. A conference with the student and the student's parent/guardian;
  - ii. An attendance contract, based on the input of people at the conference, signed by the student, the parent/guardian, and an attendance officer or principal/designee.
  - iii. Regularly scheduled follow-up meetings to discuss the student's progress.  
These meeting may occur in person or by phone. Follow-up meetings must be documented by the school.
- b. For students with disabilities, an IEP/504 team review may be required to determine if the absences are a manifestation of the student's disability and whether accommodations are needed to address the issue.
- c. If the student and/or parent/guardian fails to attend the Tier I conference, the student will be automatically subject to Tier 2.
- d. If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

**Tier 2 (6-9 unexcused absences)**

- a. If a student accumulates additional unexcused absences after completion of the Tier 1 contract, the student will be subject to Tier 2.
- b. Blackman High School staff will conduct an individualized assessment of the student and the reasons the student has been absent from school. This assessment may result in a referral to counseling, community-based services, or other resources to address the student's attendance issues.
- c. The assessment process for Blackman High School will consist of, but is not limited to, the following:
  - i. BHS staff may visit the student's residence to conduct the individualized assessment.
  - ii. The student and student's parent/guardian will be required to meet with BHS administration to discuss assessment. BHS administration may have follow-up meetings with the student on an as-needed basis.
- d. If the student and/or parent/guardian fails to attend the Tier 2 assessment, the student will be automatically subject to Tier 3.

**Tier 3 (10 or more unexcused absences)**

- a. If a student accumulates additional unexcused absences following the Tier 2 assessment, the student will be subject to the following Tier 3 intervention procedures:
  - i. The student and student's parent/guardian will be required to meet with BHS administration to discuss Tier I contract and Tier II assessment.
  - ii. The student may lose driving privileges, will not be permitted to participate in prom, and will not be permitted to participate in graduation exercises if the student has accumulated more than 10 unexcused absences.
  - iii. BHS administration may have follow-up meetings with the student on an as-needed basis.
- b. **If Tier 3 interventions are unsuccessful, it will result in the filing of a petition and/or criminal summons in the local court with jurisdiction.**