



# Rock Springs Middle School

## Progressive Truancy Intervention Procedures



Students who miss 10% or more of the school year for any reason will be considered chronically out of school. Those students will have a negative impact on our school's performance level; chronically absent students will make up 10% of our school's accountability grade under Tennessee's ESSA (Every Student Succeeds Act) plan. RSMS will be using the following procedures to address chronic absenteeism and truancy.

Tier I	Tier II	Tier III
<p>Students with 5 or more unexcused absences will be subject to Tier I interventions which will include the following:</p>	<p>If a student accumulates additional unexcused absences after completion of the Tier I contract, the student will be subject to Tier II:</p>	<p>If a student accumulates additional unexcused absences following the Tier II assessment, the student will be subject to the following Tier III Interventions</p>
<ul style="list-style-type: none"> <li>• A letter will be sent home.</li> <li>• Conference with student and parent/guardian.</li> <li>• An attendance contract discussed/created, signed by student, parent/guardian and principal/designee. Contract will have a suggested end date.</li> <li>• Regularly scheduled follow-up meetings will be held to discuss the student's progress. These meetings may occur in person or by phone and MUST be documented.</li> <li>• Violation of the contract or failure to comply with Tier I interventions will result in the student being placed in Tier II.</li> <li>• Student and parent/guardian informed of future consequences that may occur in Tiers II and III.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter will be sent home.</li> <li>• Student is referred to a Guidance Counselor who will conduct an individualized assessment of the student and reasons the student has been absent.</li> <li>• Guidance Counselor will establish strategies and interventions to assist the student with attendance. This may include: phone calls, meetings, home visits, student being paired with Teacher Mentor, additional school support, and/or additional documentation.</li> <li>• Guidance Counselor/Administration may refer the student to counseling, community-based services, or other individuals who may assist with the student's attendance.</li> <li>• Teacher Mentor will continue to follow up with a parent/guardian and document this contact.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter will be sent home.</li> <li>• Guidance Counselor will evaluate the student's attendance progress, contact parent/guardian, contact Administration, and determine which action listed below is most appropriate in each case.               <ul style="list-style-type: none"> <li>• Conduct an attendance hearing with the school's internal truancy board to review Tier I and Tier II strategies and implementation.</li> <li>• Continue with appropriate interventions and implement recommended changes.</li> <li>• Complete a home visit.</li> <li>• Small group intervention class through the Guidance Counselors</li> </ul> </li> <li>• If Tier III interventions are unsuccessful, it may result in referring the student to the Rutherford County Juvenile Court for truancy.</li> </ul>

- The school may accept a written note from a parent/guardian verifying a student's illness for up to 10 days during the school year. Refer to RCS Student Handbook, pg. 45-49 and ADM Policy 2-3 for possible excused absences.
- For students with disabilities, an IEP/ 504 team review may be required. Consider IEP/ 504 accommodations when creating a contract, assessing a student, and implementing strategies.