ATTENDANCE INTERVENTION/DROPOUT PREVENTION SYSTEM

1. Absence

At site, student is marked absent for 1 period or more or a full day.

If absence is not excused that day, an automated phone call home is generated.

2. Truancy Notification Letter #1

After 3 incidents of unexcused period(s)/day's absences, each of which generates an automated phone call home, Data Processing creates and mails a 3-day truancy notification letter to parent/guardian.

3. Saturday School

Attendance Coordinator, AP, or site designee assigns student Saturday School(s) to make up for unexcused absences. Parent or guardian contacted.

4. Referral: Site Support

After 5 days unexcused absences OR combination of 30 HOURS absent, Attendance Coordinator, AP, or site designee contacts parent and refers student to site counselor, attendance coordinator, or other support.

5. Truancy Notification Letter #2

After 6 incidents of unexcused absence (generating 6 automated calls home,) Data Processing creates/mails a 2nd truancy notification letter to parent or guardian.

6. SST Referral

After 6 days of unexcused absence or combination of 36 HOURS, school site refers student to SST Tier 1.

7. SST Tier 1

SST Tier 1- Pre-SARB Intervention

- Parent conference (Pre-SARB Contract) DR/SCHOOL NURSE EXCUSES ONLY
- Spec Ed. Pre-Assessment
- After School Program
- Home visit
- Referral to Family Resource Center
- Tutoring
- Monitoring/Designate who follows up

8. Truancy Notification Letter # 3

After 9 incidents of unexcused period(s)/day's absences, Data Processing creates/mails a 3rd truancy notification letter to parent or guardian.

9. SARB Referral

Student breaks Pre-SARB with 3 additional full days OR combination of 18 HOURS (TOTAL OF 54 HOURS) of unexcused absences. SARB process begins via SARB referral to D.O.

10. SARB

SARB PANEL consists of: Site Administrator, SRO, SBCS Team, D.O., SARB Coordinator, Health Services Program Manager, School Nurse, etc.

* SARB Contract signed
* Assigned to additional menu of service items: SBCS or FRC Counselors intervention
* Site monitors SARB contract
* Student may not be absent unless there is a Doctors Verification Form or the equivalent.

11. COURT REFERRAL (Required Information)

- After 6 or more full days of unexcused absence, school site will forward SARB follow up (Court referral)
- <u>Filled out by site Attendance Coordinator or designee, with dates & interventions since SARB.</u>
- <u>Attach Chancery comments & attendance (Student Profile.)</u>
- Must notify parent of Court Referral

D.O. submits student case for Court proceeding and notifies school site of actions taken.

If appropriate, District Attorney files petition.

12. COURT AND PROBATION

Readiness Hearing (student's first appearance in Court).

Disposition Hearing (2nd Court appearance) student becomes a ward and Probation Officer is

Any Court Order violations should be reported to the student's P.O.

"The Sweetwater Union High School District does not discriminate with regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability, or physical disability, age, marital or parental status or any other unlawful consideration."
SUHSD Board Policy #2224