

Standard Operating Procedure for Progressive Truancy Intervention

Tier 1: All students and parents will receive information regarding truancy prevention. This information will be provided through the CMCSS website and social media pages, automated phone calls/texts/emails, the Student Code of Conduct, and welcome packets.

IF...	THEN...
Student is absent,	Automated phone calls/texts/emails are sent to the parent/legal guardian daily.
Student accumulates five (5) unexcused absences,	Tier 2 begins. School will mail 5-day letter to parent/legal guardian.
Parent/student has been given five (5) school days to submit adequate documentation and fails to do so,	Truancy Tier POC at school will conference with parent and student to have Attendance Contract (STS-F033) signed. School's POC will email copy of Attendance Contract to Attendance Teacher within 24 hours.
School documents at least two (2) attempts to contact parent and parent does not respond,	School will notify Attendance Teacher who may file a non-compliance truancy petition with Juvenile Court.
Parent refuses to sign/return Attendance Contract after two (2) documented opportunities,	Attendance Teacher may file non-compliance truancy petition with Juvenile Court.
Student continues to accumulate additional unexcused absences,	Attendance Teacher will confer with parent and student to address continued unexcused absences.
Attendance Teacher documents at least two (2) attempts to contact parent and parent does not respond,	Attendance Teacher may file non-compliance truancy petition with Juvenile Court.
Tier 2 is successful, but student continues to accumulate unexcused absences,	Tier 3 begins. Attendance Teacher will refer parent and student to a program such as the Truancy Intervention Class, Parenting Strategies Class, Rise Up Academy, or an individual school's program.
Attendance Teacher documents at least two (2) attempts to contact parent about Tier 3 and parent does not respond,	Attendance Teacher may file non-compliance truancy petition with Juvenile Court.
Parent calls to reschedule Tier 3 Intervention,	Attendance Teacher will reschedule one (1) time. If parent fails to come, Attendance Teacher may file non-compliance truancy petition with Juvenile Court.
Parent schedules Tier 3 Intervention but does not show up,	Attendance Teacher may file non-compliance truancy petition with Juvenile Court.
Parent attends Tier 3 Intervention and student accrues an additional unexcused absence,	Attendance Teacher will complete Progressive Truancy Plan Certification (STS-F034) and may file truancy petition with Juvenile Court and will include copies of STS-F033 and STS-F034.
AT ANY POINT IN PROCESS... a student has an IEP and the Attendance Teacher is ready to file a truancy or non-compliant petition,	a Manifestation Meeting must be held. Attendance Teacher will request the School Psychologist hold an IEP meeting. The Manifestation Team will decide whether unexcused absences are/are not a manifestation of the student's disability and will forward results to the Attendance Teacher.
AT ANY POINT IN THE PROCESS, parent / student is non-compliant,	Attendance Teacher may file non-compliance petition with Juvenile Court.

TCA 49-6-3007 states that a student who has been absent five days (this means an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered "truant."

TCA 49-6-3009 defines non-compliance as a parent's or guardian's failure or refusal, on multiple occasions, to attend conferences, return telephone calls, attend follow-up meetings, enter into an attendance contract, or actively participate in any of the tiers of truancy intervention outlined in subsection (d) or in the local board of education's progressive truancy plan.