

Dixie County Schools

Student Attendance Progression Plan

Attendance Interventions:

**At Each absence a robo call and email will be sent to every parent/guardian.

1. **Criterion 1** – Three (3) unexcused absences or a combination of (8) unexcused absences, tardies and early dismissals. Parents can expect a conferences with school personnel.
2. **Criterion 2** – Five (5) unexcused absences or a combination of ten (10) unexcused absences, tardies, and early dismissal. Parents can expect a call from the truancy office.
3. **Criterion 3** – Five (5) unexcused absences or a combination of (12) twelve unexcused absences, tardies, and early dismissals parents/guardians can expect a call from the Truancy Office to let them know the date of their School Attendance Review Board (SARB) meeting at Criterion 3. The review board may do any of the following:
 - a. Evaluate the attendance record to determine if there is a pattern of non-attendance.
 - b. Frequently attempt to communicate with the family about the student's attendance
 - c. Evaluate the appropriateness of alternative education programs
 - d. Require the parents and students to sign an attendance contract
 - e. Discuss referral to the CDS Family and Behavior Health Services
 - f. Discuss TIPP Court if truancy continues (Truancy Intervention Partnership Program)
4. **Criterion 4** – Five (5) unexcused absences or a combination of (15) fifteen unexcused absences, tardies, and early dismissals within a ninety (90) calendar period, parent/guardians can expect to receive an at home visit from the school resource officer and Truancy Coordinator to deliver the paperwork to attend the TIPP court date.
5. **Criterion 5** – Five (5) unexcused absences within a calendar month or ten (10) unexcused absences within ninety (90) calendar days or a combination of eighteen (18) unexcused absences, tardies and early dismissals. The truancy case will be sent to the Superintendent's designee, the Truancy Coordinator, and a Truancy Petition (at criterion 5) will be filed with the 3rd Circuit Court.

*The parent may initiate an appeal if he/she believes that the attendance record is incorrect.

Parent/Guardian will have to provide documented proof the student was present the days in question, or must provide documentation of an excused absence.

6. If interventions fails, Dixie County School District may, by law, seek criminal prosecution for noncompliance with the compulsory school attendance.

Terminology -

SARB - School Attendance Review Board - The purpose for the SARB meeting is to sit down with school personnel, district personnel, parents and the student to discuss why the student is having a truancy issue and to see what can be done to resolve the issue.

Who can/will attend a SARB meeting:

- Student
- Parent/Guardian of student
- Guidance/Attendance representative from the school of the student
- Truancy Coordinator
- Nurse Coordinator for the school
- Principal of the school
- Director of ESE/Staffing Specialist
- Superintendent
- District level personal
- School Resource Officer

TIPP Court - Truancy Intervention Partnership Program - The purpose for the TIPP court is to provide an intervention prior to the student and parents having to attend court proceedings.

Who can/will attend TIPP Court:

- Parent/Guardian of student
- Guidance/Attendance representative from the school of the student
- Truancy Coordinator
- Nurse Coordinator for the school
- Principal of the school
- Director of ESE/Staffing Specialist
- Superintendent
- District level personal
- School Resource Officer
- Student
- County Judge
- Court Reporter

What Classifies as a Tardy?

- Elementary School - any student checked in after the second bell in the mornings.
- Middle School - any student walking into a class after the tardy bell has rang.
- High School - any student walking into a class after the tardy bell has rang.

What classifies as an early check out?

- Elementary School - any student checked out prior to the dismissal bell at the end of the day.
- Middle School - any student who is checked out before the dismissal bell at the end of the day.
- High School - any student who is checked out before the dismissal bell at the end of the day.

Who is in charge of handling what?

- Each school is in charge of ensuring that attendance, tardies and early check outs are kept up to date daily.
- Criterion 1 - will be handled at the school in which the student is attending.
- Criterion 2 - 5 is handled at the truancy office.

What is Classified as an unexcused absence?

Any absences which a student has occurred that is not excused by a doctors note, death in family, or approval from the school principal or Superintendent of Schools.

What is classified as an excused absence?

Any absence, that the student occurred that is excused by a doctors note, death in family. or approval from the school principal of Superintendent of Schools.