

# **Oak Ridge Schools**

## **Office of the Superintendent**



### **Administrative Procedure 6.200**

### **Absences**

## **ABSENCES**

Absences shall be classified as either excused or unexcused as determined by the principal/designee and as provided for in Board Policy 6.200.

## **ATTENDANCE TRACKING SYSTEM**

Oak Ridge Schools will utilize the Skyward Student Management System to record all student absences. The Attendance Supervisor shall be responsible for overseeing the attendance tracking system and training applicable personnel on how to appropriately use the system.

## **NOTIFICATION**

Oak Ridge Schools shall ensure that it communicates the attendance policy as well as the Truancy Reporting Steps to parents each year. This information will be available in the Student Handbook and on the Oak Ridge Schools' website.

## **BOARD POLICY POSTING**

Board Policy 6.200 Attendance will be posted at each school, and school counselors shall be supplied copies for discussion with students.

## **ADDITIONAL INFORMATION**

The following information is included in this packet:

1. Truancy Reporting Steps
2. Administrative Guidelines for Truancy Review and Support Meetings
3. Oak Ridge Schools Attendance Assessment Plan
4. Oak Ridge Schools Truancy Referral Packet, Forms A and B



## Truancy Reporting Steps

**Step One** – Parent/Guardian will receive an automated Skylert Message informing them that their child has accumulated three (3) unexcused absences.

**Step Two** – Once a student accumulates five (5) unexcused absences the following interventions will be implemented:

1. Parent/Guardian will receive an automated Skylert message.
2. Parent/Guardian will be mailed a letter regarding student attendance expectations from General David Clark, Anderson County District Attorney.
3. Parent/Guardian and the student will receive an invitation to meet with the school Truancy Intervention Team to complete an attendance contract.
4. Student attendance will be monitored for the remainder of the school year.

**Step Three** – Once a student has accumulated seven (7) unexcused absences the following intervention will take place:

1. School staff will contact parent/guardian to inform them that their child has accumulated seven (7) unexcused absences.
2. The Director of Pupil Services will send a written notice directing parent/guardian and the student to attend a Truancy Review and Support Meeting.
3. Parent/Guardian choosing to attend the Truancy Review and Support Meeting will have the opportunity to participate in a Diversion Program. Maintaining compliance with the terms of the Diversion will allow the parent to avoid having a truancy petition filed against their child as well as the possibility of being charged with educational neglect.
4. The School Truancy Intervention Team will complete an Attendance Assessment in an effort to determine barriers and needed support to promote acceptable school attendance.
5. Parent/Guardian electing not to attend the Truancy Review and Support Meeting risk the possibility of being referred for legal interventions.

**Step Four** – The School Truancy Intervention Team will continue monitoring student attendance. Once a student has accumulated ten (10) unexcused absences the following intervention will be implemented:

1. If the student continues to accumulate unexcused absences the School Truancy Intervention Team will complete a Truancy Packet Form A and recommend one of the following interventions to the designated Truancy Review Team:
  - ▶Continue to provide student support and monitor school attendance
  - ▶File a truancy petition against the student
  - ▶Charge the parent or guardian with educational neglect
  - ▶Other
2. The Truancy Review Team will complete the Truancy Referral Form B and determine which of the above interventions are most appropriate.

**Step Five** - If it is determined that legal intervention is appropriate the Truancy Review Team will submit a completed Truancy Referral Packet to the Oak Ridge School's Resource Officer and the School Resource Officer will file the appropriate legal action.



## Administrative Guidelines for Truancy Review and Support Meetings

The following procedures will be followed to assist students, parents and guardians in improving school attendance.

**Step One - Truancy Referral Form** - Principals will be responsible for monitoring and approving truancy referral forms for any student who has accumulated ten (10) unexcused absences. All completed Truancy Packet Form A's are to be sent to the members of the Truancy Review Team with principal approval. The Data and Assessment Coordinator will assist principals by providing monthly attendance data.

**Step Two – Truancy Review and Support Meetings** – Students accumulating seven (7) unexcused absences will be invited to attend a Truancy Review and Support Meeting. Meetings will be scheduled monthly. Parents will receive a letter as well as a phone call inviting them to attend the Truancy Review and Support Meeting. Principals will be provided a list of parents scheduled to attend the Truancy Review and Support Meeting. A school representative will be required to attend the meeting to assist parents/guardians as needed.

**Step Three – Corrective Action** – Parents attending the Truancy Review and Support Meeting will have the opportunity to agree to participate in the Diversion Program and sign a contract. If the student's attendance improves, no further action will be taken.

**Step Four – Continued Monitoring** – The School Truancy Team will continue monitoring the attendance of students who have been invited to attend a Truancy Review and Support Meeting. Once a student has accumulated ten (10) unexcused absences the school will complete the Truancy Packet Form A, and submit it to the members of the Truancy Review Team. The Truancy Review Team will determine which of the following actions are appropriate:

1. Continue to provide student support and monitor school attendance
2. File a truancy petition against the student
3. Charge the parent or guardian with educational neglect
4. Other

**Step Five - Legal Intervention** - If it is determined that legal intervention is appropriate, a representative of the Truancy Review Team will submit a completed Truancy Referral Packet to the Oak Ridge School's Resource Officer and the School Resource Officer will file the appropriate legal action.

### Our main objectives are:

- ◆ Become more consistent in identifying students who have accumulated seven (7) or more unexcused absences.
- ◆ Utilize the Truancy and Review Support Meeting to effectively communicate the importance of attending school.
- ◆ Closely monitor the attendance of truant students to identify the parents and students who require legal interventions.

**Truancy Review Team Members: Dr. Larrissa Henderson - John Stults - Bruce Lay**

# Oak Ridge Schools Attendance Assessment Plan

Student Name \_\_\_\_\_ School \_\_\_\_\_ School Year \_\_\_\_\_

DOB \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Attendance Record: (# of days): \_\_\_\_\_ Absent (Ex) \_\_\_\_\_ (Un) \_\_\_\_\_ Tardy/Dismissal

Current Academic Services: \_\_\_\_\_ RTI \_\_\_\_\_ 504\* \_\_\_\_\_ SPED\* \_\_\_\_\_ Reg Ed

Prior Action \_\_\_\_\_ Contact by Phone \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Letter(s) Sent Home \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Conference \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

\*If the student has an IEP or 504 plan, is the disability or health impairment impeding the student's ability to maintain regular school attendance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Provide a brief clarifying statement:

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## Barriers Identified:

### Student

\_\_\_\_\_ Non-Verified health issue  
\_\_\_\_\_ Medically verified health issue  
\_\_\_\_\_ Academic/school issues  
\_\_\_\_\_ Clothing needs  
\_\_\_\_\_ Custody  
\_\_\_\_\_ Safety/school issues -peer pressure/bullying  
\_\_\_\_\_ Dissatisfaction with school by student  
\_\_\_\_\_ Other

### Parent/Guardian

\_\_\_\_\_ No health care coverage  
\_\_\_\_\_ Transportation issues  
\_\_\_\_\_ Financial issues  
\_\_\_\_\_ Housing  
\_\_\_\_\_ Lack of knowledge (school/attendance laws)  
\_\_\_\_\_ Parent expresses issues with school  
\_\_\_\_\_ Dissatisfaction with school by parent/guardian  
\_\_\_\_\_ Other

Notes: \_\_\_\_\_  
\_\_\_\_\_

## Interventions:

Referrals \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

## Actions to be taken:

\_\_\_\_\_ Review attendance contract  
\_\_\_\_\_ Parent provide medical, legal or parent note within 3 days  
\_\_\_\_\_ Parent have a plan in place if student misses his/her ride to school  
\_\_\_\_\_ Parent contact school weekly to monitor student's attendance  
\_\_\_\_\_ Address special conditions/circumstances  
\_\_\_\_\_ Home visits if needed

Notes: \_\_\_\_\_  
\_\_\_\_\_

Date of Assessment Plan \_\_\_\_\_

School Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_

School Personnel Signature \_\_\_\_\_ Date \_\_\_\_\_



# Oak Ridge Schools Truancy Referral Packet

In order to refer a student or parent for legal interventions due to truancy the following form should be completed and the requested documentation attached.

**Students Name** \_\_\_\_\_

**School Attended** \_\_\_\_\_

Check (as appropriate)    504 \_\_\_\_\_    IEP \_\_\_\_\_

*Attach the Skyward Student Demographics Information Sheet*

## **Tier One Actions:**

1. Attendance expectations and Truancy Reporting Steps are provided in the Student Handbook annually.
2. Student attendance will be documented daily using the student management system. The student management system provides parent/guardian access to monitor their child's school attendance.
3. Parent/Guardian will receive an automated phone call each day that their child is absent from school.
4. Once a student has accumulated three (3) unexcused absences the parent/guardian will receive an automated phone message regarding this attendance concern.

**Tier Two Documentation:** Students accumulating five or more unexcused absences will receive the following support:

1. Has an Attendance Contract been completed?

Yes \_\_\_\_\_ Date Completed \_\_\_\_\_

Did the parent/guardian attend? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Unexcused Absences to date: \_\_\_\_\_

*A copy of the Attendance Contract is attached. Yes \_\_\_\_\_*



# **Oak Ridge Schools Truancy Referral Packet**

2. Was a five day attendance letter mailed to parents/guardians?

Yes \_\_\_\_\_

*A copy of the Five Day Letter is attached. Yes \_\_\_\_\_*

3. Provide documentation of additional parent/student support:

*Attach a summary of additional parent/student contacts or support*

4. Has a Student Attendance Assessment been completed?

Yes \_\_\_\_\_ Date Completed \_\_\_\_\_

Number of Unexcused Absences to date: \_\_\_\_\_

*A copy of the Attendance Assessment is attached? Yes \_\_\_\_\_*

5. Assigned Truancy Review and Support Meeting Date \_\_\_\_\_

The following were in attendance \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian

Number of Unexcused Absences to date: \_\_\_\_\_

Signature of School Representative \_\_\_\_\_

6. Summary of Additional Student Support:

*Attach a summary of any additional contacts or support that has been provided.*



# Oak Ridge Schools Truancy Referral Packet

7. Was parent/guardian contact made at seven unexcused absences?

Yes \_\_\_\_\_ Date \_\_\_\_\_

Number of Unexcused Absences to date: \_\_\_\_\_

Staff Signature \_\_\_\_\_

8. Pupil Services (both Director and Assistant) was notified when student reached 10 unexcused absences in order to send their "10-day letter".

Yes \_\_\_\_\_ Date \_\_\_\_\_

**Tier Three Documentation:** Students who continue to accumulate unexcused absences following Tier One and Tier Two interventions will be referred to the Truancy Review Team for legal intervention.

\_\_\_\_\_ I am requesting a Truancy Petition be filed.

\_\_\_\_\_ I am requesting that the legal guardian be  
\_\_\_\_\_ charged with educational neglect.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

*Submit a digital copy of the completed Truancy Referral Packet Form A to the following staff:*

- Dr. Larrissa Henderson – [lhenderson@ortn.edu](mailto:lhenderson@ortn.edu)
- Krystal Hawkins – [khawkins@ortn.edu](mailto:khawkins@ortn.edu)
- Melissa Nies – [manies@ortn.edu](mailto:manies@ortn.edu)
- Jennifer Henderson – [jahenderson@ortn.edu](mailto:jahenderson@ortn.edu)
- John Stults – [jcstults@ortn.edu](mailto:jcstults@ortn.edu)
- Bruce Lay – [blay@ortn.edu](mailto:blay@ortn.edu)

Date Received \_\_\_\_\_ Initial \_\_\_\_\_





# **Oak Ridge Schools Truancy Referral Packet**

## **Additional Truancy Referral Packet Documentation**

**Student Name:** \_\_\_\_\_

### **Diversion Plan:**

Did the Parent or Guardian participate in the Diversion Option?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

*Attach a copy of the signed Diversion Plan*

### **Ten-Day Attendance Letter:**

Did the parent or guardian receive a 10-day attendance letter?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

*Attach a copy of the ten-day letter*

### **Automated Truancy Calls**

List the number of automated attendance phone calls to date: \_\_\_\_\_

*Attach documentation*

### **Unexcused Absences:**

Number of unexcused absences to date: \_\_\_\_\_ Date \_\_\_\_\_



# **Oak Ridge Schools Truancy Referral Packet**

## **Truancy Team Recommendation:**

Check the appropriate box:

- ☐ Continue to provide student support and monitor school attendance.
- ☐ File a truancy petition against the student.
- ☐ Charge the parent or guardian with education neglect.
- ☐ Other (list below)

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Date Submitted to School Resource Officer \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_