



Houston County School System

Attendance Expectations and Progressive Truancy Intervention Plan



Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. Tennessee law states that parents/guardians are responsible for ensuring that their child(ren) attend school. Any student who accumulates 5 days of unexcused absences will be subject to the Houston County School System Progressive Truancy Intervention Plan.

Parents/Guardians will be notified in writing if their child accumulates 5 unexcused absences. Parents/Guardians will have 5 school days to provide documentation excusing those absences, or may request an attendance hearing. If the parents/guardians do not provide required documentation or request an attendance hearing, then the following progressive truancy intervention plan will be implemented:

Tier 1 - Targeted interventions that clearly define expectations for attendance.

- Conference with the student and the student's parent/guardian
- Develop an attendance contract based on the conference signed by the student, the parent/guardian, and the Attendance Supervisor
- Schedule regular follow-up meetings to discuss student's progress

If the student accumulates additional unexcused absences in violation of the attendance contract in Tier 1 then the student will be subject to Tier 2.

Tier 2 - Targeted interventions that remove identified barriers and increase positive connections that motivate improved attendance.

- The school's Attendance Team will conduct an individualized assessment detailing the reasons the student has been absent
- If necessary refer the student for support
 - *Supports may include: counseling, county social services, etc.*

If the truancy interventions under Tier 2 are unsuccessful then Tier 3 interventions will be implemented.

Tier 3 - Intensive interventions which address student needs in an age-appropriate manner, often from multiple agencies or specialists within a school district or community.

- The school's Attendance Team will determine the appropriate Tier 3 intervention plan for each student.
 - The plan will be approved by the Director of Schools/designee
 - The plan could include interventions such as: a referral of student and family to appropriate service agencies: eg. social services, human resources, counseling, housing, health services, Attendance Supervisor home visits, daily attendance checks & follow-up on any absences
 - Referral to juvenile court