

# **BLACKMAN ELEMENTARY SCHOOL**



## **PROGRESSIVE TRUANCY INTERVENTION PROCEDURES** **2020-2021**

Attendance impacts student academic success and overall development. Building the habit of good attendance as a family and school starts as early as Kindergarten. Our goal is to partner with families and students to reduce the number of unexcused absences in order to ensure student success. For Distance Learning Attendance information, please refer to the [BLE Distance Learning Plan](#) posted on the BLE website.

Blackman Elementary School will be using the following progressive truancy interventions when students have accumulated five or more unexcused absences. Failure to comply with the tiers listed below will result in a petition for truancy to be filed with the Rutherford County Juvenile Court System.

If you have any questions about our progressive truancy intervention procedures, please contact the student's School Counselor at (615)-904-3795.

- K-2nd: Angela Ruzicka, Ext. 28707
- 3rd-5th: Megan Klopp, Ext. 28772

As stated in the Student Handbook, a note is required from the parent/guardian or doctor within five days of the student's return to school. The note must include the reason and the date(s) of the absence. Any absence without a note is considered unexcused. All excused absences are to the Principal's discretion.

1. Personal illness: The parent or guardian note will be accepted for up to eight (8) accumulated days during the school year. For any subsequent absence(s), a doctor's note that includes the reason and the date(s) is required.
2. Illness of immediate family member: A doctor's note is required for more than three days.
3. Death of a family member-one day will be excused. Additional days will be excused at the principal's discretion. Others-the principal must approve as an excused absence with appropriate documentation.
4. Extreme weather conditions.
5. Medical, dental, or counseling appointments: A note from the doctor, dentist, or counselor is required. Only reasonable time for the appointment and travel will be excused. Rarely will full days be excused.
6. Religious observances: As allowed by state law.
7. Required court appearances: An excuse from the court clerk is required.
8. Extenuating circumstances: Principal's discretion.

# Our Tier Plan for Truancy Intervention

## Tier 1 Intervention

Students with five (5) or more unexcused absences will be subject to Tier 1 interventions which include the following:

- Attendance Letter (5 unexcused absences) will be sent home as soon as possible.
- Parent will receive phone call from school indicating student has missed 5 unexcused days of school.
- School Counselor will meet with student and parent/guardian to discuss the student's attendance. During this meeting, the school's attendance expectations will be reviewed, and an Attendance Contract will be completed. A copy will be made available to the parent.

## Tier 2 Intervention

Students with ten (10) unexcused absences will be subject to Tier 2 interventions which include the following:

- Attendance Letter (10 unexcused absences) will be sent home as soon as possible.
- Parent will receive phone call from school indicating student has missed 10 unexcused days of school.
- School Counselor will meet with student and parent/guardian to complete an Individualized Attendance Assessment to outline reasons why the student has not been meeting their attendance requirements and identify interventions that may improve attendance. Once completed, a copy will be made available to the parent.

## Tier 3 Intervention

Students with fifteen (15) unexcused absences will be subject to Tier 3 interventions, which include the following:

- Attendance Letter (15 unexcused absences) will be sent home as soon as possible.
- Parent will receive phone call from school indicating student has missed 15 unexcused days of school.
- Truancy Officer will contact parent to schedule a Tier 3 meeting, which will be held at the Juvenile Justice Center. A Youth Services Representative, a representative from the Department of Children's Services and the Truancy Officer will meet with the student and parent/guardian.
- During this meeting, the Truancy Laws, Attendance Contract and Individualized Attendance Assessment will be reviewed.

**\*When all means have been exhausted,  
a petition for Truancy will be filed with the court system.\***

