**Johnson City Schools’ Truancy Plan**

**The Johnson City Schools will be implementing the following Truancy Plan for the 2021-2022 school year.**

**Truancy Violations:**

**Tier 1: System-wide Preventative Action:**

1. A copy of the system wide calendar is sent home at the beginning of the school year.
2. The attendance policy is placed in the Student Code of Conduct and School Handbooks.
3. “Pay Attention to Attendance” flyer is sent home with every student at the beginning of the school year.
4. Letters are sent to every student who missed 10+ days during the previous school year.
5. At every absence, an automated call/text or email is delivered to the student’s primary contact number.

**Tier 2: Completed at the individual schools**:

Violation: The student has acquired **five unexcused absences.**

1. A conference is held with the student and parent/guardian.
2. The student, parent/guardian, and an attendance supervisor designee will sign an Attendance Contract. The Attendance Contract will include:
	1. A specific description of the school’s attendance expectations for the student.
	2. The period for which the contract is in effect.
	3. The consequences for additional absences and alleged school offenses. This may include any disciplinary action and could result in a referral to Juvenile Court.
3. Regularly scheduled follow-up meetings, which may be with the student and the parent/guardian to discuss the student’s progress.
4. An individualized assessment by a school employee of the reasons a student has been absent from school. The employee may refer a student to counseling, community based services, or other in-school or out-of-school services aimed at addressing the student’s attendance problems.

**Tier 3: Completed at Central Office**:

Violation: The student has acquired **ten unexcused absences.**

1. Truancy Board will review the case with the family and make the appropriate referrals to community based services, such as: counseling, parenting classes, in-home services, etc.
2. The case is reviewed with the family every 30 days until the end of the contract.

**If the student has further unexcused absences or fails to comply with the contract after progressing to Tier 3, a petition is filed with Juvenile Court.**

**If the parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition is filed.**