

SELMA UNIFIED SCHOOL DISTRICT K-12 TRUANCY INTERVENTION STEPS

FIRST & SECOND UNEXCUSED ABSENCE, TRUANCY, OR TARDY IN EXCESS OF 30 MINUTES*

School site will attempt to make contact with parent/guardian via telephone to communicate about the first absence or tardy in excess of 30 minutes.

School site will attempt to make contact with parent/guardian via telephone to communicate about the second absence or tardy in excess of 30 minutes.

THIRD UNEXCUSED ABSENCE, TRUANCY, OR TARDY IN EXCESS OF 30 MINUTES*

- The law **requires** the school site to contact (speak) the parent/guardian via telephone, and **First Truancy Letter** will be **sent** to the students parent/guardian. The school site attendance supervisor will also be notified.
- All additional truancies will be reported to the school site attendance supervisor as well.

THREE TO FIVE UNEXCUSED ABSENCES ,TRUANCY, OR TRARY IN EXCESS OF 30 MINUTES*

- School Attendance Review Team (SART) may :
 - Meet** with parent and student
 - Determine the **cause** of the truancy
 - Connect families with needed **services** and determine **interventions**
 - Sign a **contract** with guardian and student agreeing to improve attendance

FOURTH UNEXCUSED ABSENCE TRUANCY, OR TARDY IN EXCESS OF 30 MINUTES*

- The law requires a **Second Notification of Truancy** to be sent to the students parent/guardian. The school site attendance supervisor will also be notified. The school site should also contact the parent/guardian via telephone.
- School Attendance Review Team (SART) **will meet** with parent and student.

FIFTH UNEXCUSED ABSENCE, TRUANCY, OR TARDY IN EXCESS OF 30 MINUTES*

- A **Third Truancy Letter** will be sent to the students parent/guardian. The law requires the school site to contact the parent/guardian via telephone, The school site attendance supervisor will also be notified.

IF the school site has complied with all above steps, the student is deem a **“habitual truant”** and will be referred to District Level SARB

FIFTH-PLUS UNEXCUSED ABSENCE, TRUANCY, OR TARDY IN EXCESS OF 30 MINUTES* = SARB

After the school site has sent the Third Letter of Truancy and the School Attendance Review Team (SART) **has met** with the parent, the student will be referred to the District Student Attendance Review Board (SARB)

To identify and address barrier(s) to school attendance, the SARB Panel will review:

- Identify available community resources (e.g. mental health, social service agencies)
- Provide referrals for families to receive services
- Ensure school has completed available interventions prior to SARB referral
- Document steps already take to identify students and refer to appropriate resources
- Involve family in developing solutions that work for the family

Guardians must comply with SARB instructions and commit to improving attendance. If they fail to comply, they may be referred to the Fresno County Superior Court.

ATTENDANCE IMPROVES

Attendance is monitored

OR

CONTINUED ABSENCE, TRUANCY, OR TARDIES IN EXCESS OF 30 MINUTES

SARB Panel may refer the parent or guardian to SARB Court

*AERIES Attendance Codes: F, H, K, U

Based on California Education Codes: 48260, 48262, 48200, 60901 c1, 48263.6

SELMA UNIFIED SCHOOL DISTRICT ATTENDANCE INTERVENTION

FIRST THROUGH FOURTH EXCUSED ABSENCE

- School site will document absences.

FIFTH EXCUSED ABSENCE AND/OR FIFTH TARDY

- School site **will** contact parent/guardian.
- School site will document absences.

SIXTH AND SEVENTH EXCUSED ABSENCE

- School site will document absences.

EIGHTH EXCUSED ABSENCE

- School site will contact parent/guardian and **First Truancy Letter** will be **sent** to the students parent/guardian. The school site attendance supervisor will also be notified.
- All additional truancies will be reported to the school site attendance supervisor as well.

SEVENTH THROUGH TWELVETH EXCUSED ABSENCE

- School site will document absences.

THIRTEENTH EXCUSED ABSENCE AND/OR THIRTEEN TARDIES

- The **Second Notification of Truancy** to be sent to the students parent/guardian. The school site attendance supervisor will also be notified. The school site should also contact the parent/guardian via telephone.
- School Attendance Review Team (SART) **will meet** with parent and student.
- School Attendance Review Team (SART) will :
 - Meet** with parent and student
 - Determine the **cause** of the truancy
 - Connect families with needed **services** and determine **interventions**
 - Sign a **contract** with guardian and student agreeing to improve attendance

THIRTEENTH -PLUS EXCUSED ABSENCE= SARB

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ATTENDANCE IMPROVES

Attendance is monitored

OR

CONTINUED ABSENCE

SARB Panel may refer the parent or guardian to SARB Court