

Roseville Joint Union High School District Student Attendance Protocols

The Roseville Joint Union High School District is committed to meeting the needs of our students in the community we serve. To accomplish this, we work to build positive relationships and remove barriers that impede our students ability to attend school. The following protocols seek to develop a comprehensive plan to address the needs of students and their families to ensure that they can attend school and meet their academic goals. The approach to our attendance process will be one of support to create a comprehensive team made up of parents, students, school, and community personnel to empower our students and their families to work together to find solutions to remove barriers to attendance.

Attendance Letter 1

The school will send Letter 1 to the parent/guardian **after the third** unexcused absence.



Interventions:

- Personalized outreach to parent (phone call, email, conference) via family liaison
- Educate parents on the importance of clearing absences (resend infographic/autodialer/email)
- Attempt to clear unexcused absences

Attendance Letter 2

If the student has continued truancy and/or chronic absences, the school will send Letter 2 to the family **after the sixth** unexcused absence.

Student will be referred to the Intervention Review Team (IRT)



Possible Interventions:

- Referral to Learning Support Specialist, Counselor and/or Wellness
- Parent attend school/conference with student
- Action plan to identify and address barriers and increase engagement
- Mentors/Attendance Groups
- Attendance incentives/celebrate progress and goals
- Check in/Check out
- Saturday School - attendance recovery
- Attendance Intervention or Success Plan
- School to home visit

Attendance Letter 3

If the student has continued truancy and/or chronic absences, the school will send Letter 3 to the family **after the ninth** unexcused absence.

Student will be referred to the School Attendance Review Team (SART) for Meeting #1

Interventions:

- Student Attendance Review Team (SART) Agreement Signed
- Community Resource Referral
- Youth Service Officer (YSO) Involvement/Visit

Continued truancy issues will result in:

- SART Meeting 2 - Referral to County Student Attendance Review Board (SARB)
- Referral to continuation school