

# *Attendance and Truancy Intervention*

(All steps to alleviate truancy are documented)

1<sup>st</sup> action Teacher call home on 1<sup>st</sup> and 2<sup>nd</sup> absence or truancy

2<sup>nd</sup> action on 3<sup>rd</sup> absence or truancy

1. Letter sent home warning of consequence to child and parent and law pertaining to truancy and possible meeting with counselor.
2. Telephone call by Counselor to home information parent or guardian of truancy and warning of ticket.
3. Letter sent home.
4. School attendance contract by counselor and daily sign in with community workers (breakfast).
5. Students can and will be fined after third occurrence of truancy. If behavior continues student fined a progressive amount with each absence.

3<sup>rd</sup> action 5<sup>th</sup> absence or truancy

1. 2<sup>nd</sup> letter sent home notifying parent of meeting.
2. Notifying from Counselor to initiate meeting in designated office.
3. Conference to be held within 3 days of letter being sent home with student, parent, counselor and administrator.
  - a. Student to be placed on truancy attendance contract
  - b. Student to be given interventions as needed, parent attends school
  - c. Any and all absences must be accompanied by doctor and/or note
4. Students will be fined by district or Long Beach police after additional third offense.

4<sup>th</sup> action 7<sup>th</sup> absence or truancy

1. 3<sup>rd</sup> letter notification to parent.
2. Required meeting of parent for conference with SART (Student Attendance Referral Team), notification through certified mail and phone call from counselor.
3. Meeting with student, parent and SART member to occur within 2 weeks.
4. Student will receive additional citations for truancy and absences.
5. Possible referral to EPHS/Reid or PM classes if habitual trances continue.

5<sup>th</sup> action 9<sup>th</sup> absence or truancy referred to SART.

6<sup>th</sup> action 10 absence or more possible removal from Cabrillo.

Failure of any attempt to reach parent or guardian at home after 2 attempts by phone and letter within 4 days will result in **immediate REQUEST FOR INTERVENTION and Address Verification.**