



Chester County Schools Standard Operating Procedure for Progressive Truancy Intervention

School Board Policy [6.200](#)



Tier 1: All students and parents will receive information regarding truancy prevention. This information will be provided through the CCSS website and social media pages, automated phone calls/texts/emails, the Student Code of Conduct, and registration packets.

IF...	Then...
The student is absent,	Automated phone calls/texts/emails are sent to the parent/legal guardian daily. **A 3-day letter is sent after 3 absences.**
Student accumulates five (5) unexcused absences,	Tier 2 begins. The school will mail a 5-day letter to the parent/legal guardian.
Parent/student has been given five (5) school days to submit adequate documentation and fails to do so,	School administration will conference with parents and students to sign an attendance contract. The school's leader will email a copy of the Attendance Contract to the Attendance Supervisor within 24 hours.
School documents at least two (2) attempts to contact the parent and if the parent does not respond,	The school will notify the Attendance Supervisor who may file a non-compliance truancy petition with the Juvenile Court.
The parent refuses to sign/return the Attendance Contract after two (2) documented opportunities,	The attendance Supervisor may file a non-compliance truancy petition with the Juvenile Court.
The student continues to accumulate additional unexcused absences,	School Administration will confer with the parent and student to address continued unexcused absences.
The School Administrator documents at least two (2) attempts to contact the parent and if the parent does not respond,	The attendance Supervisor may file a non-compliance truancy petition with the Juvenile Court.
Tier 2 is successful, but the student continues to accumulate unexcused absences,	Tier 3 begins. School administration refers parents and students to a program such as the Truancy Intervention Board (7 absences), Coordinated School Health, Family Resources Center, or an individual school program.
School documents at least two (2) attempts to contact the parent about Tier 3 and if the parent does not respond,	The attendance Supervisor may file a non-compliance truancy petition with the Juvenile Court.
Parent calls to reschedule Tier 3 Intervention,	Tier III will be rescheduled one (1) time. If a parent fails to come, the Attendance Supervisor will file a non-compliance truancy petition with the Juvenile Court.
The parent schedules Tier 3 Intervention but does not show up,	The attendance Supervisor may file a non-compliance truancy petition with the Juvenile Court.
If the parent attends Tier 3 Intervention and the student accrues an additional unexcused absence,	A juvenile petition will be filed.
AT ANY POINT IN PROCESS... a student has an IEP/504 and the Attendance Supervisor is ready to file a truancy or non-compliant petition,	A Manifestation Meeting must be held. The school will request the case manager hold an IEP/504 meeting. The Manifestation Team will decide whether unexcused absences are/are not a manifestation of the student's disability and will forward results to both the Special Education and Student Services Supervisors.
AT ANY POINT IN THE PROCESS, parent/student is non-compliant,	The Attendance Supervisor may file a non-compliance petition with the Juvenile Court.

TCA 49-6-3007 states that a student absent five days (an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered "truant."

TCA 49-6-3009 defines non-compliance as a parent's or guardian's failure or refusal, on multiple occasions, to attend conferences, return telephone calls, attend follow-up meetings, enter into an attendance contract, or actively participate in any of the tiers of truancy intervention outlined in subsection (d) or the local board of education's progressive truancy plan.