

MIAMI LAKES MIDDLE SCHOOL

ATTENDANCE INTERVENTION PLAN

Daily Absence Excused/Unexcused

- ◆ Attendance Bulletin is Verified by Faculty
- ◆ Parents/Guardians will receive an automated message (Connect-Ed) notifying them of the absence.
- ◆ Teachers will remind students to present excused note when returning from absence.
- ◆ Signage in every classroom advertising attendance procedures.
- ◆ School-wide Wednesday reminder for teachers to generate SCM for students with 3 unexcused absences.

3 Unexcused Absences

- ◆ Homeroom teacher will initiate a Student Case Management (SCM) and makes parent contact via telephone.
- ◆ Submit completed SCM to grade level administrator.
- ◆ Grade level administrator will:
 - Input referral code 84.
 - Ensure SCM is properly written and submit to Laura Estrada for inputting.

5 Unexcused Absences

- ◆ Kathy Moyer will generate Absence Warning Letter.
- ◆ SCM generated at 3 unexcused absences will be forwarded along with the Absence Warning Letter to appropriate counselor.
- ◆ Counselor will:
 - Meet with student and determine the reason/s for the absence.
 - Provide Attendance Absence Letter to student to take home.
 - Make parent/guardian contact to inform them about excessive unexcused absences and School Board Rule 6Gx13-5A-1.041.
 - (If necessary) Provide Student Attendance History to resolve absences within 3 days.
 - Input SCM codes C6, C7, A7, H2 and L1.
 - Submit completed SCM to Laura Estrada for inputting.

10 Unexcused Absences

- ◆ Kathy Moyer will generate No Credit Letters.
- ◆ SCM generated at 3 unexcused absences and services provided at 5 unexcused absences will be forwarded along with the No Credit Letter to appropriate administrator.
- ◆ Administrator will:

- Meet with student to investigate reasons for continued absences.
- Provide No Credit Letter to student to take home.
- Make parent/guardian contact to inform the parent of the “NO Credit Policy” according to School Board Rule 6Gx13-5A-1.041. and schedule a Student/Parent/Administrator Conference.
- (If necessary) Provide Student Attendance History to resolve absences within 3 days.
- Inform parent of referral to the Attendance Review Committee.
- Input SCM codes C6, C7, R8 and L1 on the SCM or Student Services SCM.
- Submit completed SCM and Student Services SCM to Laura Estrada for inputting.

15 Unexcused Absence within 90 days

- ◆ Kathy Moyer will submit SCM generated at 3 unexcused absences and additional services at 5 and 10 unexcused absences to guidance counselor.
- ◆ Guidance counselor will schedule Truancy-Child Study Team (T-CST).
- ◆ Counselor will inform all invited guests of scheduled T-CST
 - Administrator
 - Counselor
 - Social Worker
 - Student
 - Parent
- ◆ Certify mail the T-CST Letter to the parent/s or guardian/s.
- ◆ Attach SCM code TL and TM to original SCM generated at 3 unexcused absences. Referral codes can be added using a Student Services SCM.
- ◆ Counselor will complete package during T-CST, secure signatures and mail packet to:
 - Attendance Services
Work Location: 9028
Attention: Truancy
- ◆ Counselor will ensure the packet has the following documents:
 - Written Notice to Parent/s/guardian/s – Attachments A and B
 - Truancy Child Student Team Committee Meeting and Report – Attachment C
 - Educational Counseling Form – Attachment D
 - Daily Attendance Screen – Attachment E
 - Consent Form for Mutual Exchange of information – Attachment F