

Truancy Reduction Program

STEP Program Reference Guide 17/18

STEP I

Student is contacted. Parent is notified. Student is classified as a Truant (Ed. Code 48260.5).

- Minimum Days to STEP: if missing more than 30 minutes on 3 days within a school year without a valid excuse, the student is classified as truant (3 total – absent or late)
- SARB board members and other entities (this may include School Staff, School Counselor, TANF, Social Services, Behavioral Mental Health, Truancy/Probation, WIEC, Child Protective Services) are notified to provide support and intervention.

STEP II

Student is contacted. Parent is notified. A second letter will be sent home notifying parents/ guardians.

- Minimum Days to STEP: if a student is absent or tardy (more than 30 minutes) on one or more additional days (4 total) without a valid excuse.
- Intervention strategies may be implemented.
- SARB board members and other entities (this may include School Staff, School Counselor, TANF, Social Services, Behavioral Mental Health, Truancy/Probation, WIEC, Child Protective Services) are notified to provide support and intervention.
- Student may be required to make up school work in the After School Program
- An attempt by school officials and law enforcement to visit the home will be made

STEP III

Student is contacted. Parent is notified. A third letter will be sent home notifying parents/ guardians. Student is classified as a habitual truant (Ed. Code 48262)

- Minimum Days to STEP: if a student is absent or tardy (more than 30 minutes) on one or more additional days (5 total) in the same school year without a valid excuse.
- Parent/guardian and student are required to meet with the Principal/Director of Student Services. Parent/guardian will be notified in writing regarding this meeting
- Notification to, and possible intervention, by Child Protective Services
- SARB board members and other entities (this may include School Staff, School Counselor, TANF, Social Services, Behavioral Mental Health, Truancy/Probation, WIEC, Child Protective Services) are notified to provide support and intervention.
- Intervention strategies may be implemented. Student may be placed on school probation. These strategies may include deferment of Student Council membership, loss of dance attendance, and/or the requirement to make up school work in the After School Program/recesses/lunch periods/field trips.

STEP IV

Student is contacted. Parent is notified. A fourth letter will be sent home notifying parents/ guardians.

- Minimum Days to STEP: if a student is absent or tardy (more than 30 minutes) on one or more additional days (6 total) in the same school year without a valid excuse.
- Parent/guardian will be notified in writing that they must attend a meeting with the superintendent and truancy/probation.
- Intervention strategies will be implemented. Student will be placed on school probation. These strategies may include deferment of Student Council membership, loss of dance attendance, and/or the requirement to make up school work in the After School Program/recesses/lunch periods/field trips.
- Notification to, and possible intervention by, Child Protective Services

STEP V

Student is contacted. Parent is notified. A fifth letter will be sent home notifying parents/ guardians.

- Minimum Days to STEP: if a student is absent or tardy (more than 30 minutes) on one or more additional days (7 total) in the same school year without a valid excuse.
- SARB Referral completed and submitted to the Director of Student Services. A copy of the referral will be mailed home to the parents/guardians.
- Alpine County Sheriff's Department will personally serve the SARB Hearing Notification.
- Parents/guardians and student to be placed on attendance contract.
- Continued intervention strategies will be implemented. Student will be placed on school probation. These strategies may include deferment of Student Council membership, loss of dance attendance, and/or the requirement to make up school work in the After School Program/recesses/lunch periods/field trips.
- Notification to, and possible intervention by, Child Protective Services

STEP VI

Student is contacted. Parent is notified. A sixth letter will be sent home notifying parents/ guardians.

- Minimum Days to STEP: if a student is absent or tardy (more than 30 minutes) on one or more additional days (8 total) in the same school year without a valid excuse.
- Violations of the attendance contract will result in a referral to district attorney for prosecution.
- Citation of student and/or parent filed with the court. Student and parent will be required to appear in court. Fines and community service may be imposed.
- Continued intervention strategies will be implemented. Student will be placed on school probation. These strategies may include deferment of Student Council membership, loss of dance attendance, and/or the requirement to make up school work in the After School Program/recesses/lunch periods/field trips.
- Notification to, and possible intervention by, Child Protective Services