

KITSAP COUNTY SCHOOL DISTRICT TRUANCY PROCESS

BEGINNING OF THE YEAR

SCHOOL PROVIDES TRUANCY INFORMATION

Inform students and parents of the benefits of school attendance; the potential effects of excessive absenteeism on academic achievement/ graduation/dropout rates; school's expectations of parent/guardian to ensure regular attendance; resources available to assist child and parent/guardian; role and responsibilities of the school; and consequences of truancy.

ONE UNEXCUSED ABSENCE

SCHOOL NOTIFIES PARENT

Inform the parent in writing or by phone of absence. If the parent is not fluent in English, the school must make reasonable efforts to provide this information in a language in which the parent is fluent. RCW 28A.225.015(2)(a)

THREE OR MORE UNEXCUSED ABSENCES IN A MONTH

SCHOOL CONFERENCE WITH PARENT & CHILD

The school is required to schedule a conference, or conferences, with the parent and child at a time reasonably convenient for all persons included for the purpose of analyzing the causes of the child's absences. RCW 28A.225.015(2)(b).

SCHOOL TAKES DATA INFORMED STEPS – BY THE 3RD AND BEFORE THE 5TH

Application of the Washington assessment of the risks and needs of students (WARNS) or other school barriers assessment. Many schools and districts in Kitsap County are using the HOPE assessment. The results of this assessment must be used to reduce/eliminate barriers identified.

SCHOOL MUST TAKE STEPS TO ELIMINATE OR REDUCE ABSENCES

Data strategies may include: conducting home visits, adjusting the student's schedule or assignments, providing individualized or remedial instruction (IEP, 504), providing resources (food, clothing, etc.), requiring attendance at an alternative school or program, or assisting parent or child to obtain supplementary services.

SEVEN UNEXCUSED ABSENCES IN A MONTH OR FIFTEEN IN A YEAR

SCHOOL PREPARES AND FILES A PETITION (WHICH IS AUTOMATICALLY STAYED)

RCW 28A.225.030(2)(c) & Local Agreement with School Districts

Automatic Referral to School Based Community Engagement Board (CEB)

CEB must meet with the child (8 or older), a parent, and the school district representative, at a reasonable time, and enter into the CEB agreement (Truancy Form 3) regarding expectations and any actions necessary to address the child's truancy within **20 days of the referral**. Truancy petition and Form 2 must be served on student and/or family.

TRUANCY WORKSHOP PROCESS WHERE CEB FAILS

Failure to Appear or Failure to Agree to CEB Agreement

Non-Compliance with CEB Agreement

NON-COMPLIANCE WITH CEB AGREEMENT- REFERRAL TO KCJC TRUANCY WORKSHOP

If absences have not substantially reduced after CEB, Truancy Form 4 sent to CSO. At this workshop, the school district will meet with students and families along with a CSO to come up with a Reengagement Plan (Truancy Form 6) to address school attendance and reengagement. **Schools will then use the Reengagement Plan to monitor students' progress.**

KITSAP COUNTY JUVENILE TRUANCY COURT PROCESS WHERE TRUANCY WORKSHOP FAILS

Failure to Appear or Failure to Agree to Workshop

Non-Compliance with Workshop Agreement to Attend

SCHOOL DISTRICT REFERRAL TO COURT - STAY LIFTED - COURT HEARING ON PETITION

Truancy Form 7 completed requesting court intervention. If the court finds the allegations in the petition, the child is ordered to attend school AND/OR parent ordered to exercise reasonable diligence. In the event the child continues to have unexcused absences the school files a contempt petition and upon contempt finding the court can impose community service, wraparound services, mentoring, or other interventions (28A.225.090). Parents are subject to a monetary fine of up to \$25 per day, parenting classes (at school's finding), community service, or other interventions.