

# THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

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## **Gadsden County School District's**

### **Comprehensive School-Based Attendance & Truancy Intervention Procedures Manual**

**2024-2025**

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## School-Based Attendance Support & Intervention Procedures

The Board requires that the following school-based interventions procedures are adhered to for truant students:

**Phase One:** Parent Notification through Student Code of Conduct handbook signature (Universal)

**Phase Two:** Tier 1 Notification

- *After three (3) cumulative days of unexcused absences within a ninety (90) day period*, teacher/school designee will notify the parent by phone and/or email and record via student documentation in FOCUS.

**Phase Three:** Tier 2 Implementation

- *After five (5) cumulative days of unexcused absences within a thirty (30) day period*, school social workers may schedule a parent conference (in-person or via phone) & student is referred to the Attendance Intervention Team meeting (AIT) for monitoring. During the AIT meeting, the team shall develop a Student Attendance Contract, pursuant to FL Statutes 10003.26(1) (c) (3).
- *After eight (8) cumulative days of unexcused absences within a ninety (90) day period*, certified letters will be generated and mailed to parents that explain the GCSD's school attendance requirements and the parent's right to inspect student's attendance records.
- **NOTE:** Student will be added to the MTSS list for Tier 2 monitoring to include:
  - Small group engagement/encouragement (Attendance Club)
  - Navigate 360 module

**Phase Four:** Tier 3 Monitoring

- *After ten (10) unexcused absences within a 90-day period*, a student's AIT truancy packet will be referred to the GCSD's Truancy Compliance Officer for intervention review and a required parent conference in person will be scheduled. **NOTE:** Any refusals to attend, cancellations, and inability to notify shall be recorded in truancy packet. **Please refer to the Truancy Intervention Program Procedures.**
- Students may be issued a grade lock of 45% for grades K-12 in FOCUS.
- Students may be subject to suspension from extra-curricular activities until improved attendance is documented.

**Phase Five:** Tier 3 Reporting

- *After fifteen (15) unexcused absences in a 90-day period*, a letter will be generated and sent certified to the parent, "habitually truant" pursuant to FL Statutes 1003.21.

- Students may receive a referral to other agencies for family services or a recommendation for filing a truancy petition pursuant to s. 984.151 and grade lock will remain until further notice.
- Students who are in families receiving temporary cash assistance (TCA) may have:
  - The Learn Fare program activated, pursuant to s. 414.1251(1), which could result in possible suspension of benefits until compliance has been established.
- Students, who are minors, with driver's license/learner's license may receive:
  - Notice of intent to suspend minor's driving privileges, whereas, they will have 15 calendar days after receipt to provide proof of compliance.
  - 20 days after the date of issuance of the notice, the department shall suspend the minor's operator's license or learner's driver license, unless verification of compliance with requirements OR the Truancy Compliance Officer has provided the department with verification of a request for a waiver hearing.
  - Compliance MUST be 30 days prior to the request for verification of compliance, evident by:
    - Quarterly reporting of minors who are attendance non-compliant OR every 40 days reported to the DMV by MIS department
- Additionally, a proficiency assessment may be REQUIRED to pass all courses (K-8: iReady proficiency; STAR assessment; District EOC: 9-12; or State FAST Assessments).

**NOTE: Attendance and truancy MAY negatively impact student progression resulting in retention and the student's eligibility to participate in extracurricular activities/clubs/sports etc.**

**Other considerations:**

1. Teacher Non-compliance is essential to fidelity of the school-based intervention procedures. Therefore:
  - a. Daily attendance is required to ensure fidelity and consistency.
  - b. An evaluation component may be implemented that complies with GCSD's policy.
  - c. FOCUS component may be locked in certain attendance circumstances
2. Administration is vital in maintaining attendance. Therefore:
  - a. School level attendance clerks/point of contact should ensure daily and weekly attendance is updated and verified in a timely manner.
  - b. Attendance clerks/point of contact shall be responsible for inputting attendance in the absence of teacher of record.

**Compulsory School Attendance**

Florida law requires all children six (6) to sixteen (16) years of age to attend school regularly during the entire school year. Public school students who have attained the age of sixteen (16) years of age and who have not graduated are subject to compulsory school attendance, until the student, or teenage parent who is less than eighteen (18) years of age, files with the Gadsden County School Board a formal declaration of intent to terminate school enrollment and the student's parent or legal guardian must also sign the declaration of intent to terminate school enrollment.

## **Truancy**

It is the responsibility of the student's parents/guardians to notify the school when their child will not be in attendance. For the purpose of these regulations, a "truant" is one who is not in attendance, with or without approval of the parent or other persons having charge of the student, and who has an unapproved absence. *A student is considered "habitual truant" when he/she/they have fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian.* A student primary's teacher shall report to the principal or designee if the student is exhibiting a pattern of nonattendance and is potential habitual truant due to:

- a. at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month; or
- b. ten (10) unexcused absences, or absences for which the reason is unknown, within a ninety (90) calendar day period.

## **Learnfare Program**

A family receiving temporary cash assistance (TCA) could jeopardize its eligibility if a minor child in the home is determined by the school to be either habitual truant or a dropout.

**Attendance:** Section 414.1251(1), Florida Statutes, requires DCF to reduce the temporary cash assistance for an eligible parent's dependent child or for an eligible teenage participant who is not exempt from school attendance requirements and who has been identified as a habitual truant or as a dropout. If good cause for failure to participate does not exist, the sanction will be imposed, and the parent will receive notice of case action to reflect that the child's needs have been removed from the benefit amount. The child may be reinstated or added back to the case under the following circumstances:

- a. following the truant child's substantially improved attendance during a subsequent grading period; or
- b. after the dropout child enrolls in a public school, receives a high school diploma or its equivalent, enrolls in preparation for General Educational Development Tests, or enrolls in other educational activities approved by the Gadsden County School District.

**Parent/School Conference:** Section 414.1251(2), Florida Statutes, requires each participant with a school-aged child to have a conference with an appropriate school official during each semester to assure that the participant is involved in the child's educational progress and is aware of any existing attendance or academic problems. A school conference may be a face-to-face meeting or a telephone conversation. However, the conference must address acceptable student attendance, grades, and behavior and must be documented by the school and reported to DCF.

## **Attendance Intervention Teams (AIT)**

An attendance intervention team (AIT) shall be established at each school to review reason(s) for absence(s) beyond three (3) in a nine-week grading period. The AIT shall include at least two of the following: an administrator or administrative designee, school social worker, guidance counselor and teacher. Both the parent and the student must attend the AIT meetings. Guidelines for the conference are:

- a. Only absences beyond the five (5) in a thirty (30) day calendar month or may require an attendance conference.
- b. Parents/guardians may request an attendance conference for anticipated absence beyond the three (5) in a (30) day calendar month or ten (10) in a ninety (90) day period.
- c. A parent/guardian must request an attendance conference within ten (10) school days after the student returns to school. The conference must be scheduled no later than the day the student returns to school if the absence occurs the last week of the semester.
- d. The school shall document attempts to contact the parents when unexcused absences occur. However, failure to successfully notify parents **shall not** negate the attendance policy.
- e. The current attendance reporting system and the teacher's grade book shall be the final authority in determining the number of absences for each student. However, it is the right of the principal to excuse any student from any consequence arising from recorded absences, tardies, or late arrivals.

### **Other Considerations**

1. Students between the ages of fourteen (14) and eighteen (18) may become ineligible for driving privileges if they fail to satisfy attendance requirements. The Gadsden County School District shall notify the Department of Highway Safety and Motor Vehicles pursuant to **FL Statutes 1003.27(2)(b)(c)**.

Failure to satisfy attendance requirements occurs when a student:

- a. accumulates fifteen (15) or more unexcused absences in a single class within ninety (90) school days; or
  - b. has fifteen (15) or more unexcused absences within ninety (90) school days. For the purposes of this section an absence constitutes four (4) or more periods missed in a single day.
2. Any student with fifteen (15) or more absences due to a physical or mental condition that confines the student to a home, or a hospital may be placed on Hospital Homebound or Intermittent Hospital-Homebound status. If placed in the Hospital Homebound program, attendance records shall become the responsibility of the Hospital-Homebound program.
  3. Any student sixteen (16) years of age or older who accumulates ten (10) unexcused absences in any one (1) semester for any course may fail such course for the semester and may receive a recommendation to withdraw from class or school for the remainder of the semester.
  4. At or after the date a student attains the age of sixteen (16), he/she/they may file a formal declaration of intent to terminate school enrollment. The declaration shall be on a form that requires the student and parent to acknowledge that terminating school enrollment is likely to reduce his/her/they potential earning power.

## School-Based Truancy Intervention Procedures

1. Classroom teachers are required to report to the principal or designee students with patterns of non-attendance. After **three (3) unexcused absences**, teachers should contact the parents to determine the reason for the unexcused absences. Escalating services to address the unexcused absences must be documented in the Student Documentation in FOCUS and social workers will initiate the Attendance Intervention Team (AIT) process, which includes sending home an attendance nudge letter to the parent.
2. Social workers will run bi-weekly, monthly and quarterly reports to determine the need for truancy sweeps, to include weekly data analysis to the District's Truancy Compliance Officer. After **five (5) unexcused absences in 30 days**, social workers will continue the Attendance Intervention Team (AIT) process, consisting of assigning Navigate 360 module or other evidence-based interventions. Additionally, if attendance pattern has been identified students will be added to the monthly AIT agenda list to monitor student's attendance patterns. After **ten (10) unexcused absences in 90 days**, school-based interventions will be updated, and a parent conference will be held to determine the causes that may be contributing to the attendance patterns, as well as conducting a home visit as appropriate. Furthermore, after **fifteen (15) unexcused absences in 90 days**, students will be referred to the Gadsden County School District's Truancy Compliance Office for further compliance measures.
3. The Attendance Intervention Team is comprised of a member of administration, district representative, school counselor, school social worker, other school staff as appropriate, along with parent and the student (optional). This team implements interventions to resolve non-attendance that may include: *frequent attempts of communication between teacher and family; mentoring; counseling; tutoring; daily/weekly progress monitoring; evaluation for alternative programs; home visit by social worker; student schedule modification; attendance contract; psychological evaluation; referral to other district departments such as Family & Community Engagement; and referral to outside social service agencies for family intervention.*
4. Once efforts to enforce school attendance have been exhausted, the AIT will complete the [Truancy Intervention Program Referral FM 6007](#). During this process, parents are to be informed that a complaint of truancy will be filed with the Florida Department of Motor Vehicles (DHSMV) for suspension of driving privileges and the Department of Children & Families (DCF) for initiation of the Learn Fare program for suspension of temporary cash assistance (TCA).
5. **The following 4 documents are to be included in the Truancy Referral:**
  - i. [Truancy Intervention Referral Form](#) completed by AIT team prior to submitting truancy packet to District Truancy Compliance Office;
  - ii. [Student Questionnaire](#) completed by School Social Worker from AIT meeting;
  - iii. [School Attendance Agreement](#) signed by the AIT members, along with the student and parent.
  - iv. [Home Visit Form](#) completed by District Truancy Compliance Officer;
  - v. **Daily Attendance (FOCUS)** screen (summary page only).



- vi. **Student Record/Subjects (FOCUS)** screen(s) to document academic progress for current and, if applicable, previous year.
  - vii. **Student Case Management System (FOCUS)** screen to display documentation of interventions for the current year and, if applicable, previous year.
6. Although not to be submitted as part of the Truancy referral, it is imperative for the Attendance Intervention Team to implement, and document in the student’s cumulative folder and in the Student Documentation tab in FOCUS, all interventions employed to rectify attendance concerns. As provided below, the team may utilize the following forms to document efforts:
- i. the [School Attendance Agreement](#) to solidify attendance requirements between student, parent, and school. **(REQUIRED)**  
*\*available in English Spanish*
  - ii. the [Home Visit Form](#) to record home visit/s; if no contact is made at the home, the visit should be noted and recorded on the form. **(REQUIRED)**
  - iii. the [Student Progress Report](#) for teachers to measure students’ progress.
  - iv. any other school site instrument that documents efforts made by the school to engage students and parents (i.e., telephone logs, emails).
7. Staff at the school **must** document in FOCUS escalating services for truancy. Prior to submitting the Truancy Intervention Program Referral to the Gadsden County School District’s Truancy Compliance Office, the following codes **must** be entered in the Student Case Management System (SCMS) in FOCUS:

Code	Description
TL	Truancy Letter to parent
TM	Truancy Child Study Team
RT	Referred to ATTD (FACETCO)
R3	Referred to DJJ/Truancy/DCF/DMV

Once the referrals are complete, they **must be sent via email request to Truancy Compliance Office, one (1) student referral per request in PDF format.** A *Truancy Referral Checklist* is included in this handbook to assist in the submission of complete referrals for timely processing.

**Staff at Gadsden County School District’s Truancy Compliance Office is responsible for processing Truancy referrals. Truancy referrals are reviewed by staff for completeness and are submitted to the corresponding social service agency, based on the home school’s demography. If referrals are incomplete, or if students referred have reached the age of majority, a Resolved Incident reply will be sent stating the reason for not processing the referral(s).**

**Please maintain all Truancy referral documents in the student’s cumulative folder.**

Timely referral of students with patterns of non-attendance is essential for improved student achievement. **Schools are required to submit Truancy Intervention Program Referrals for students between the ages of 6-17, who have 15 unexcused absences within 90 calendar days, not to exceed 25 unexcused absences.**

<b>Code</b>	<b>Description</b>
R	Truant student with parental consent; <b>REFERRED</b> to agency.
Y	Truant student without parental consent, <b>NOT REFERRED</b> to agency.
N	Student NOT truant.



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## ATTENDANCE SUPPORT SERVICES Chart Check List

All documents identified below must be accounted for before forwarding to the District Ruancy Compliance Office.

### AIT Meeting forms for District Truancy Packet

- AIT Referral
- AIT Agreement/Contract
- Student Attendance (FOCUS)
- Student Demographics (FOCUS)
- Student Grades (FOCUS)
- Referral Response
- AIT Questionnaire (if utilized)
- AIT Suggestions Form (if utilized)
- Other



# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM Truancy Intervention Referral Form

**School:** \_\_\_\_\_ **School No.** \_\_\_\_\_ **Date of AIT Meeting:** \_\_\_\_\_

<b>Student Name:</b>		<b>Student Number:</b>	
		<b>Grade:</b>	<b>DOB/Age:</b>
<b>Residential Address:</b>			
<b>Parent/Guardian(s) Name:</b>		<b>Telephone:</b>	
		<b>Email:</b>	
<b>Current School Year Attendance Information</b>			
<b>No. of Days Present:</b>	<b>No. of Days Absent:</b>	<b>No. of Days Unexcused:</b>	<b>No. of Days Tardy:</b>
<b>Parent Letter/interventions/Referrals Provided by the School: <span style="background-color: yellow;">Please circle as appropriate.</span></b>			
Attendance Agreement	Student Schedule Modification	Parent Letter	Daily/Weekly Progress Monitoring
Counseling	Mentoring	Tutoring	Home Visit
Psychological Evaluation	Alternative School Programs	Health Screening	Attendance Club
Outside Social Service Agency	AIT Meeting	Administration Support	Other

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM

### Student Questionnaire

School: \_\_\_\_\_ Student: \_\_\_\_\_ Student #: \_\_\_\_\_

AIT Date: \_\_\_\_\_ Unexcused: \_\_\_\_\_ Excused: \_\_\_\_\_

**Attendee:**

**Reasons for Absences:**

**Family Make-up:**

**Transportation:**

**Medical Condition:**

<b>Grades:</b>	<b>Absences:</b>
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**Skipping:**  Y  N      **Retention:**  Y  N      **If yes for retention, list grade (s) retained:**

**Reviewed:** FL Statutes:  Y  N      DJJ Monitoring:  Y  N      Driver's License:  Y  N

**Notes:**

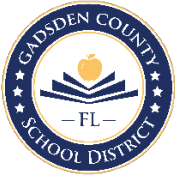
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# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM

### Student Attendance Agreement

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

#### Cumulative Folder Information

**Reading Level:** \_\_\_\_\_ **Math Level:** \_\_\_\_\_

**Exceptional Education:**  Y  N **Program:** \_\_\_\_\_

The Attendance Intervention Team (AIT) met on \_\_\_\_\_

The following strategies were recommended to assist the student and parent in improving regular school attendance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree with the terms of the above recommendations, and fully understand that any failure to fulfill my part of the agreement will result in stronger actions to enforce regular school attendance.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### Others present at the Attendance Intervention Team conference:

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_



# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM

### Home Visit Form

**Home Visit Date:** \_\_\_\_\_

<b>Student Name:</b>		<b>Student Number:</b>	
		<b>Grade:</b>	<b>Gender:</b>
<b>Residential Address:</b>			
<b>Parent/Guardian(s) Name:</b>	<b>Email:</b>	<b>Telephone:</b>	
<b>Name &amp; Title of Person Conducting Visit:</b>			
<b>Interviewer's Telephone Number:</b>			
<b>Person(s) Interviewed During Visit (Include Relationship to Student):</b>			

**Home Assessment:**

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<b>Interviewer's Signature:</b>	<b>Date:</b>



# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM

### Student Progress Report Form

**School:** \_\_\_\_\_ **School Number:** \_\_\_\_\_

Student Name:		Grade:		Average Daily Attendance:	
Student ID No.	DOB:	Age:	Week of:		
Parent(s) Name:			Telephone:		
Teacher:			Subject:		
<p><b>Instructions:</b> Please complete at the end of each instructional period and sign. Students will return the progress report signed by the parent to the designated school representative on the subsequent Monday.</p> <p><b>Scale:</b> Academic (A, B, C, D, F); Effort: (1, 2, 3); Conduct: (A, B, C, D, F); Attendance (E) Excused Absence, (U) Unexcused Absence, (T) Tardy.</p>					

<b>Student Progress Monitoring</b>									
<b>Instructional Periods</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>MONDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>TUESDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>WEDNESDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>THURSDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>FRIDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_