

## **BPS Truancy Court Checklist 22-23**

1. Verification of attempted contact by all levels of support in the building including Principal Assistant Principal, Teacher, Counselor, Attendance Clerk, Home/school Coordinator if this is a specific role in the building.
2. These attempted contacts cannot be only Infinite Campus robocalls or roboletters, they must be actual attempts
3. Verification of attempted referral of student & family to all available resources within the building & district wide including but not limited to PCOP, alternate daily schedules, remote learning, SpEd referral (if needed), & building level resources such as food/clothes closets, & home visits
4. Verification can include the general contact information placed in PLP, meeting notes, personal administrator notes, re-entry notes, teacher log notes, emails- basically anything and everything above and beyond IC robocalls & letters that verifies that attempts have been made at every level of the building & every applicable resource has been offered
5. If needed, inclusion of behavior file if the student's absences are a direct result of OSS or behavior issues, this behavior file must provide evidence that each step in the handbook & policy has been followed and applied in an equal and equitable manner
6. Verification of all contact made/verification of successful contact attempts, the verification of the successful attempt must align with the verification of the successful contact listed in the *student's PLP*- the general information provided in the PLP; the successful contact attempt verification can be supporting copies of notes and/or emails that documents the specifics of these successful attempts
7. Re-entry plan for the student that aligns with the reason for the truancy meaning that if the student is struggling academically then academic supports will be in place to help the student; if the student is struggling with behavior then supporting behavior contract; if the issue is SEL then the SEL support plan that will be in place- an overall attendance contract will be supplied as well by the school to support the attendance contract supplied by the truancy court that everyone involved agrees too
8. If the issue is bullying, either as the bully or victim, evidence must be provided to show that an equal and equitable reporting system in place, that this reporting system has been made aware and available to all students, that the student has/had the opportunity to report in a discrete manner, that this report was recorded within an overall building communication system, that this report was acted upon until it's natural conclusion, that consequences and support plans have been developed and then implemented, and that constant communication from school to home was completed throughout this bullying report- if there have been questions regarding any bullying issue it will be discussed more at the district level to verify that the student handbook has been implemented with fidelity and that whole child support has been provided once the report was made for all students within the bullying circle

A note regarding students with an IEP, the SpEd department also be involved with these student's attendance to ensure that all available SpEd services have been offered as well in conjunction and teamwork with the general education.

SpEd attendance support must also be documented and provided in the student's PLP and through their communication systems.

Once this checklist is completed then the in-building attendance committees will refer the student file(s) to the building principal for final building level approval that the checklist is completed. Once the principal provides approval the file(s) are brought to the district level attendance committee meeting for submission and final district level approval to truancy court.

Final note, if a family refuses all services and requests to be referred to truancy court or requests BPS support for referral to truancy court then this request will be put into a letter and approved by the building principal for submission and approval at the district level. Final follow up attempts will be completed at the district level for final verification from families before final submission.