



BELLE VERNON AREA SCHOOL DISTRICT

270 Crest Avenue, Belle Vernon, Pennsylvania 15012

Phone 724/808-2500 ext. 2500

Fax 724-930-7909

Protocol for School Attendance Improvement in the Belle Vernon Area School District:

- Step 1.** First Unlawful Absence: A notice of unlawful absence will be sent to the child's parent/guardian from the Main Office.
- Step 2.** Second Unlawful Absence: A second notice of unlawful absence will be sent to the child's parent/guardian from the Main Office.
- Step 3.** Third Unlawful Absence: A third notice of unlawful absence will be delivered to the student, parent/guardian's residence by the Truant Officer, along with an invitation to attend the School Attendance Improvement Conference (SAIC). A School Attendance Improvement Plan (SAIP) will be given to the child's School Counselor. Student will be referred to the Belle Vernon Area Student Assistance Program (SAP) Liaison. Subsequently, the School Counselor and SAP Liaison will coordinate a school/family conference to be held to discuss the truancy and a School Attendance Improvement Plan will be established.
- Step 4.** Once the Student is habitually truant (*6+ unexcused absences*), the Belle Vernon Area School District will proceed as follows:

For Students under age 15:

A final notice of unlawful absence will be sent to the child's parent/guardian from the School and a referral will be made to an Attendance Improvement Program.

The School will also file a citation with Magisterial District Judge against the parent/guardian in parental relation in the same household as the child.

If additional Unlawful Absences accrue, then the School will refer the Student to Westmoreland or Fayette County's Youth Agencies.

For Students age 15 or older:

A final notice of unlawful absence will be sent to the child's parent/guardian from the School and a referral will be made to an Attendance Improvement Program.

The School will file a citation with Magisterial District Judge against the parent/guardian in parental relation in the same household as the child.

*Once the Student is chronically absent (*10+ unexcused absences*), the School shall refer the Student to Westmoreland or Fayette County's Youth Agencies only if the Student continues to incur additional absences after being referred to SAP Liaison and the Student and parent/guardian refuse to follow the recommended plan from the SAIC.