

District Attendance Review Board (DARB)

Attendance is monitored weekly, with a report run each week

8 absences (full days) - Step 1 triggered

10 absences (full days) - Step 2 triggered

Step 1: Student meets with counselor to discuss absences. 8 absences.

Step 2: Student meets with counselor and administrator to discuss continued absences. 10 absences. Following the meeting a phone call is made to parents. Action Plan is put in place.

Step 3: Action plan check-in.
If following monitor weekly. Not following - move to Step 4.

Step 4: School refusal tool with RISE. Report/follow up with counseling from RISE. Revise action plan.

Step 5: Action Plan check-in.
If following monitor weekly. Not following - move to Step 6.

Step 6: If the student is still failing to comply with action plan, submit a RISC referral and select "DARB" along with anything else that applies. RISC Case Manager/RISE will schedule a time to meet with youth and conduct an assessment.

- Assessment and DARB Meetings scheduled (RISE - Action) and held (RISE, Community Partners & with school staff in attendance)

If following monitor weekly. Not following - move to Step 7.

Step 7: Referral to DHS due to family and youth refusing to cooperate.

- Counselors will need to keep a document to send to DHS with steps and actions taken and a timeline.
- Meeting with DHS and loss of credit may occur.
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Step 8: Loss of credit through School.

