Solanco School District
Truancy Prevention Plan

Created April 2014
Adopted May 2014
2014-2015 School Year
# Solanco School District

## Truancy Prevention Plan

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### Attendance Task Force Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Martin J. Hudacs</td>
<td>Superintendent of Schools</td>
</tr>
<tr>
<td>Dr. Brian A. Bliss</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>Mrs. Christina McLaughlin</td>
<td>Middle School Assistant Principal, ATF Chairperson &amp; Truancy Elimination &amp; Community Supports Subcommittee Chairperson</td>
</tr>
<tr>
<td>Mrs. Kay Bandy</td>
<td>Elementary Principal, Correspondence &amp; Transition Plan Committee Chairperson</td>
</tr>
<tr>
<td>Mr. Michael DelPriore</td>
<td>High School Assistant Principal, Marketing Subcommittee Chairperson</td>
</tr>
</tbody>
</table>

### Solanco School District Board of Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Daniel Bender</td>
<td>School Board President</td>
</tr>
<tr>
<td>Mr. Paul Plechner</td>
<td>School Board Vice President</td>
</tr>
<tr>
<td>Mr. Justin Kreider</td>
<td>School Board Treasurer</td>
</tr>
<tr>
<td>Mr. Steven Risk</td>
<td>School Board Member</td>
</tr>
<tr>
<td>Mr. Brian Musser</td>
<td>School Board Member</td>
</tr>
<tr>
<td>Mr. Kurt Kreider</td>
<td>School Board Member</td>
</tr>
<tr>
<td>Mr. Leon Ressler</td>
<td>School Board Member</td>
</tr>
<tr>
<td>Mr. Craig Chubb</td>
<td>School Board Member</td>
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<tr>
<td>Mr. Charles Roten</td>
<td>School Board Member</td>
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</table>
Solanco Truancy Prevention Plan

The Solanco Attendance Task Force provides this comprehensive Truancy Prevention Plan (TPP), in order to ensure that all students are able to reach their full potential through consistent school attendance and strong family, school, and community partnerships.

Be present … make every day count!
Solanco School District
Attendance Task Force
Attendance Marketing Plan

**Purpose:** Propose a sequenced marketing plan for the 2014-2015 school year and beyond that will ensure the effectiveness of the district’s truancy prevention approach. The plan will identify and articulate specific processes that will be involved in educating the community and the school district regarding the importance of attendance.

1. **Slogan**
   a. *Be present... make every day count!*
      i. This will be used in the community poster, in letterhead and attendance letters, on truancy elimination brochure, etc.

2. **District-Wide:**
   a. Importance of Attendance Posters:
      i. Includes slogan (above), picture, Solanco Expectations Seal, Solanco URL
      ii. These will be placed in the district, as well as out in the community
   b. Media blast at the start of the 2014-2015 school year (newspapers, websites, etc.)
   c. Place Community Link resources on district website
   d. Place Community Link resources in beginning of year packets
   e. Presentation created for each building to use for Back-To School-Night (2014-2015 school year)
   f. Social media messages on Facebook, Twitter about the importance of school attendance using statistics and slogans listed below

3. **Buildings:**
   a. Update attendance portion of the handbook to include new changes proposed by the Attendance Task Force (this year, for 2014-2015 handbooks)
   b. Include Importance of Attendance documents in beginning-of-year packets- mini-posters, letter from the principal, statistics, etc.
   c. Banner (8 foot, rectangular) will be distributed and hung in each building in a prominent place
      i. Banner will consist of overall slogan (above) and Solanco Expectations Seal
   d. Posters will be created for elementary and secondary buildings, including the main tagline and other taglines listed below.
      i. Speak to business owners, use their own words to create posters for the future
      ii. Ask current high school students in graphics-related courses to assist with the development of future posters and other publications
   e. Announcements will be made at least 2 times per month regarding the importance of attendance using taglines and statistics listed below.
      i. Announcements should especially be made about the importance of attendance during the following times of year:
         1. Standardized testing sessions
         2. Holidays
         3. Beginnings and Ends of marking periods/semesters
         4. Mid-Term and Final Exam time
f. Letters will be sent by building to each parent whose student has perfect attendance in a quarter to express appreciation in the partnership of educating their student.
g. Positive message about the importance of attendance: In the food bags that go home with students at the elementary level (half sheet, different color paper, different type font, or handwritten and photocopied).

4. **Incentives for Good Attendance (by level)**
a. High School:
   i. Renaissance Program- students receive a Renaissance card for four or less absences throughout each quarter (discounts to businesses, admission to events, etc.)
   ii. Drawings quarterly for perfect attendance
b. Middle School:
   i. Grade level incentives by quarter, mid-year party, end-of-year trip to HersheyPark for good attendance
   ii. Attendance drawings
   iii. Drawings quarterly for perfect attendance
c. Elementary School:
   i. Clermont Cares reward each month (attendance included, but not heavily emphasized)
   ii. 1st through 5th grade perfect attendance competition between grades (through Compass Mark, grant)
   iii. Drawings quarterly for perfect attendance
### 5. Timeline Suggestion for Marketing Plan Rollout

<table>
<thead>
<tr>
<th>Date/Time of Year</th>
<th>Kickoff Year</th>
<th>Every Year</th>
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<tbody>
<tr>
<td>Spring (prior year)</td>
<td>Revise handbooks for attendance changes</td>
<td>Buildings: Include importance of attendance items in packets to students</td>
</tr>
<tr>
<td>July</td>
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<tr>
<td>July</td>
<td>Post Importance of Attendance posters in the community (businesses)</td>
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<td>July</td>
<td>Post attendance resources on district website</td>
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<tr>
<td>August</td>
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<tr>
<td>August</td>
<td>Media blast- newspapers, website</td>
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<tr>
<td>August</td>
<td>Buildings: Hang attendance banner</td>
<td>Buildings: Hang attendance posters provided by Marketing committee</td>
</tr>
<tr>
<td>September</td>
<td>Post</td>
<td>ATTENDANCE AWARENESS MONTH-Use <a href="http://www.attendanceworks.org">http://www.attendanceworks.org</a> to plan events, make special announcements, post special signs promoting attendance</td>
</tr>
<tr>
<td>September</td>
<td>Buildings: Present importance of attendance presentation at Back-to-School Night</td>
<td>Post Importance of Attendance quotes on Facebook, Twitter</td>
</tr>
<tr>
<td>September</td>
<td></td>
<td>Buildings: Two times per month, positive message on announcements about the importance of attendance</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>Buildings: Two times per month, positive message on announcements about the importance of attendance (especially at the end of Quarter 1)</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td>Send home letter of appreciation to parents of students who have perfect attendance for Quarter 1</td>
</tr>
<tr>
<td>October</td>
<td>Organize a Parent/Community Attendance Awareness Meeting (evening)</td>
<td>Post Importance of Attendance quotes on Facebook, Twitter</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td>Buildings: Two times per month, positive message on announcements about the importance of attendance (especially at the end of Quarter 1, near Thanksgiving) Post Importance of Attendance quotes on Facebook, Twitter</td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>Buildings: Two times per month, positive message on announcements about the importance of attendance (especially near Holiday break) Post Importance of Attendance quotes on Facebook, Twitter</td>
</tr>
<tr>
<td>Date</td>
<td>Activity Description</td>
<td>Facebook, Twitter</td>
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<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January</td>
<td>Buildings: Two times per month, positive message on announcements about the importance of attendance (especially at the end of Quarter 2, near finals, Keystones, etc.)</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Show importance of attendance video created by Mr. Mendez &amp; graphics intern (morning announcements/assembly)</td>
<td>Send home letter of appreciation to parents of students who have perfect attendance for Quarter 2 Post Importance of Attendance quotes on Facebook, Twitter</td>
</tr>
<tr>
<td>Rest of School Yr.</td>
<td>Repetition of activities above per month/quarter, replacement of posters as needed, reminders of importance of attendance in assemblies, announcements Post Importance of Attendance quotes on Facebook, Twitter (monthly)</td>
<td></td>
</tr>
</tbody>
</table>
Solanco Attendance Correspondence & Transition Plans

Parent Communications, Attendance Guidelines, and Transition

• Parent Communications
  o District-wide Consistency
  o Positive Partnership
  o Proactive Approach
  o Legal Notice
  o Supports and Resources Provided

• Attendance Guidelines
  o Parts of the Plan
    ▪ Specific Points of Intervention
    ▪ Correlated Correspondence
    ▪ Persons Responsible
    ▪ Actions and Checklists
    ▪ Resources and Supports
      • Solanco Community Link
      • Referral to Social Worker
      • Connection to Healthcare Providers
      • Development of TEP

• Transition Plan
  o Intra-District
    ▪ Power School Logs
    ▪ Documents- Excel or TEP
    ▪ Detailed Responsibilities- Counselor, Secretary, Nurse
    ▪ Attendance Transition Meetings for Chronically Absent
  o District Programs or Internal Processes
    ▪ Pre-K, School Transition Team
    ▪ IEP Transition
    ▪ RTII Meetings
    ▪ Link Crew
    ▪ Open House
    ▪ Step Up Day
    ▪ Mentoring
    ▪ SAP
    ▪ Evaluation Process
    ▪ Summer Check ins
    ▪ Summer Leadership Camp
    ▪ Transition Lessons- 5th Grade
  o Out of District
    ▪ Counselor Connections
Truancy Elimination and Community Supports

- Truancy Elimination Process
  - Initiation: Administration in writing and school counselor via phone call
  - Pre-Meetings: School counselor, parent, student (parent questionnaire, student questionnaire)
  - TEP Team/Meeting: Student, parent, parent-invited supportive adult, teacher representative, school counselor, nurse, probation officer, administrator (include all applicable)
  - Monitoring: Guidance and Administration, through use of student TEP goal data, perception data, and other data correlates
  - Follow-up: Reconvened meetings and contacts from school entities scheduled or initiated by school counselor
  - Celebrate successes

- Truancy Elimination Plan
  - Parts of the Plan
    - Demographics/attendance history
    - School/family contacts
    - Official correspondence
    - Root causes
    - Identified solutions: student, family, school
    - Student-specific incentive plan, created through input with student
    - Attendance goal/monitoring criteria
    - Truancy prevention team
    - Follow-up contacts/meetings
  - Parent/Student Questionnaires
    - Prior meeting with guidance to ensure understanding of questionnaires and attention given to sensitive issues
    - Useful for formation of TEP, family/student advocacy, and follow-up communication
    - Connection to root causes/resources
  - Communication of Plan – All stakeholders referenced by/affected by the plan are notified and receive a copy
  - Responsibility Under Plan – Responsibility is clearly defined within the plan and is noted as specifically as possible
  - Continuous monitoring cycle – shared by school counselor and administrator

- Community Connections
  - Solanco Community Link
    - Local resources
    - Comprehensive in nature
- Listed by root cause areas
- Available in multiple locations and formats
- Used proactively prior to attendance issue
- Strengthen use of the Solanco Community Link through TEP process
  - District Resource Guide
    - The SolancoCommunity Link with different/additional resources to be used by the District
    - Continuously updated
    - Facilitates regular follow-up and gatherings with community partners
Appendix A: Other taglines for buildings to use for publications

Every child, in school, everyday

Every day counts

It takes a community to raise a child. Make sure the children you know go to school.

It’s school-time… is your student in school?

Missing school matters

Attend today, achieve tomorrow. Don’t let absences add up!

Be present… make everyday count

Participate in your education

Success requires participation. Participation requires attendance!

Navigate to your graduation date!

Participate…Study…Graduate!
Appendix B: Attendance Statistics for Building Use in Publications

The unemployment rate is 4.1% lower for students with at least a high school diploma.

Six (6) out of every 10 people in prison are high school dropouts.

High school graduates make between $9,000 and $10,000 more per year than high school dropouts.

Having a high school diploma makes you 37.5% more likely to get a job than those who don’t have a high school diploma.

60% of jobs will require a college degree by 2018.

Only 68% of students will graduate high school in four years.

Every year, 1 in 10 kindergarten and first grade students misses a month of school. As they get older, the frequency of absences goes up.

Missing 10% of school days can make it harder to learn to read.

Students with more than 20 absences per year have less than a 20% chance of graduating.

By 9th grade, attendance is a better predictor of graduation than the previous year’s test scores.
Appendix C: Building-Wide Poster (Elementary)
Appendix E: Community-Wide Poster

Be present . . . make EVERY day count!

www.solanco.org

Note: This poster will be modified so that the picture is grayed.
Appendix F: Back-To-School Night Administrator Presentation

**Solanco School District**

*Be present... Make every day count!*

2014-2015 School Year

**Attend Today, Achieve Tomorrow**

- Your child’s attendance is important
- Did you know?
  - By 9th grade, attendance is a better predictor of graduation than the previous year’s test scores.
- Make school a priority
- It’s a partnership: We are in this together

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**Every Day Counts**

- **Did you know?**
  - Missing 10% or more school days can result in your student not learning how to read.
  - Every year, 1 in 10 kindergarten and first grade students misses a month of school. As they get older, the frequency of absences goes up.
  - Students with more than 20 absences per year have less than a 20% chance of graduating.

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**Partner with Us**

- **Did you know?**
  - High school graduates make between $9,000 and $10,000 more per year than high school dropouts.
  - What can you do?
    - Send your student to school
    - Send excuses within five school days
    - Keep lines of communication open with us

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**What Can We Do?**

- Encourage your students to attend
  - Incentive programs
- Reinforce the importance of attendance
  - Reward perfect attendance
- Create truancy plans to provide support to the student
- Provide community resources to you
- Communicate regularly with you

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**What Can We Do?**

- Provide resources
  - District website: [http://www.solanco.org](http://www.solanco.org)
  - Phone calls
  - When students are absent
  - When students are tardy
  - When students are chronically absent
- Letters
  - Beginning of year letter
  - Letter of noncompliance Parent Attendance
  - Importance of Attendance letter
  - Attendance Warning letter
  - First Notice
  - Beginning of year packet
  - Social media
    - Twitter
    - Facebook

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**Missing School Matters**

- **Did you know?**
  - Unemployment rate is 4.1% lower for students with at least a high school diploma.
  - Let’s make every day count!
  - Questions!
# Appendix G: Attendance Correspondence Guidelines

<table>
<thead>
<tr>
<th>Form of Notice</th>
<th>Point of Intervention</th>
<th>Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfect Attendance Letter of Thanks</td>
<td>End of Each Marking Period</td>
<td>• Letter sent to parent/guardian to express appreciate for their support of attendance</td>
</tr>
<tr>
<td>Importance of Attendance Letter</td>
<td>TEP in Previous year</td>
<td>• Send letter regarding the importance of positive attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Office communication with teacher regarding previous year’s concerns</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Teacher contact or positive early connection with the family</td>
</tr>
<tr>
<td>1\textsuperscript{st} unlawful/request for written note</td>
<td>1\textsuperscript{st} absence with no note or unexcused</td>
<td>Send letter to request note or Notify of unlawful absence</td>
</tr>
<tr>
<td>2\textsuperscript{nd} unlawful/Brochure</td>
<td>2\textsuperscript{nd} absence with no note or unexcused Note: An absence may be a multiple day event, not necessarily calculated by the day, at the administrator’s discretion</td>
<td>• Send letter and brochure to request note or Notify of unlawful absences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Contact from guidance secretary, school counselor, attendance clerk or principal’s secretary:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Importance of positive attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please send notes for specified dates</td>
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<tr>
<td></td>
<td></td>
<td>Review procedure for receiving future notes in a timely manner</td>
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<tr>
<td></td>
<td></td>
<td>• Personal conversation with student about concern</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3\textsuperscript{rd} unlawful-Administrator schedules Truancy Elimination Plan meeting with parent, team member, nurse, guidance and any other supportive adults</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Refer to District Social Worker</td>
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<td></td>
<td></td>
<td>• Provide family with Solanco Community Link @ TEP meeting</td>
</tr>
<tr>
<td>3\textsuperscript{rd} unlawful/Brochure (sent certified)</td>
<td>3\textsuperscript{rd} absence with no note or unexcused</td>
<td>Administrator to schedule follow-up Truancy Elimination Plan meeting to review progress/needed changes to plan.</td>
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<tr>
<td></td>
<td></td>
<td>• If parent did not pick up certified mail and it was returned, review with student in person and parent via phone and have student bring letter back signed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Administrator to communicate with Magistrate Justice regarding case</td>
</tr>
<tr>
<td>Form of Notice</td>
<td>Point of Intervention</td>
<td>Interventions</td>
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</tbody>
</table>
| **Doctor’s Note warning letter/Brochure** – stating that doctor’s note may be required if pattern continues | Close to 10 total absences and based on health circumstances | • Contact from nurse, guidance, or administrator as deemed appropriate.  
• Send Letter  
• Personal conversation with student about concern  
• Administration to check with the following personnel on what actions have been taken: Teacher to check for… any missed information  
academic concerns relating to attendance & discuss with parent details from parent that office may not be aware of Nurse to screen for…  
Health plan in nurse’s office  
Assess need for a 504  
Medication approval form  
Look for patterns (absence, early dismissals, frequent visits to nurse) if so make contact  
Any other medical concerns Guidance to screen for…  
Social/bullying concerns  
Anxiety concerns  
Academic difficulties  
Need for mentor (student or adult)  
Need for small groups  
Need for SOAR (SAP) referral  
Need for home visit  
Other needed supports  
Initiate 504 plan process |

| Doctor’s note required letter/Brochure | At 10 total absences and based on individual health circumstances | • Send letter  
• Administrator calls to reinforce positive attendance, to screen for any further needed supports & consider TEP  
• If parent did not pick up certified mail and it was returned, review with student in person and parent via phone and have student bring letter back signed.  
• Administrator to ensure referral to SOAR (SAP) or counseling program if not referred already  
• Inform District Social Worker  
• Inform Magistrate and Send copy of TEP |
<table>
<thead>
<tr>
<th>Form of Notice</th>
<th>Point of Intervention</th>
<th>Interventions</th>
</tr>
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</table>
| Prosecution through District Magistrate    | Unexcused absences accrued past the date that certified official first notice was received by family. | • Administrator to schedule follow-up Truancy Elimination Plan meeting to review progress/needed changes to plan.  
• When student is 13 years old or younger refer to Children and Youth (Guidance) |
## Appendix H: Attendance Transition Plan

<table>
<thead>
<tr>
<th>Point of Transition</th>
<th>Person Responsible &amp; Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Between Schools or Levels</strong></td>
<td>• Notes regarding attendance patterns and notices are to be kept in Power School by Administrator, Secretary, and School Counselor.</td>
</tr>
<tr>
<td></td>
<td>• TEP, additional records or spreadsheets shared by counselor or secretary at previous building with counselor or guidance secretary at current building.</td>
</tr>
<tr>
<td></td>
<td>• Attendance Transition Meetings held for chronically absent students</td>
</tr>
<tr>
<td><strong>Grade To Grade within a Level</strong></td>
<td>• School Counselor, Nurse, or Secretary notifies the receiving teacher at the start of the year about attendance concerns.</td>
</tr>
<tr>
<td></td>
<td>• Counselor Reviews the TEP or 504 with the receiving teacher.</td>
</tr>
<tr>
<td><strong>Outside of District</strong></td>
<td>• Counselor contacts parent or sending school’s counselor</td>
</tr>
<tr>
<td></td>
<td>• Counselor communicates information to the principal, secretary, teacher, and nurse</td>
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<tr>
<td><strong>Other Programs or Internal Processes that Impact Transition</strong></td>
<td>• Pre-K Visits and the School Transition Team</td>
</tr>
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<td></td>
<td>• Open house Events</td>
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<td>• Step up Day</td>
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<td>• Transition IEP Meetings</td>
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<td>• RTII Meetings</td>
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<td>• Link Crew Program</td>
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<td>• Mentoring (student/teacher)</td>
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<td>• Continuance of SAP</td>
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<td>• Evaluation Process</td>
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<td>• Summer Check ins</td>
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<td>• Summer Leadership Camp</td>
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<td></td>
<td>• Compass Mark Transition Lessons 5th Grade</td>
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Appendix I: Perfect Attendance Letter

Date

Parent/Guardian
Street Address
City, State, Zip

To the parent/guardian of :

We recognize that parents are our partners in education and that all too often parents only hear from the school when there are problems. Therefore, we want to take a moment to express our appreciation for your support of __________’s attendance in the ___ marking period.

We want to acknowledge your role in assisting your son/daughter to achieve perfect attendance and we congratulate you on this success! We realize that you want the best for your child’s future. Your support of their attendance demonstrates that you want them to develop the skills necessary to be successful in the upcoming years at school and in life.

Again, we thank you for your support of your child’s education. We look forward to our continued partnership of providing the best education possible to your child.

Sincerely,

Principal

Be present…make every day count!
Appendix J: 1st Unlawful Absence Letter

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

Attendance is an important element to every student’s academic success and although one absence seems insignificant, every day counts. We recognize that there are factors that may make an absence unavoidable and have provided guidelines for excusable absences in the student-parent handbook.

We are contacting you to make you aware that _______ has an unlawful absence, which occurred on _____________. This could be either because we have not received a written excuse for this absence, or the reason stated in the excuse you submitted does not constitute a lawful absence under our attendance guidelines. A copy of our attendance guidelines can be found _____________.

A student must present a signed excuse stating an acceptable reason within three days of an absence, or we must consider the absence unlawful. An unlawful absence is a violation of PA school code, section 1333 and section 1354.

If you need additional information regarding our procedures or desire to discuss your specific situation, please do not hesitate to contact me at ______________. Thank you in advance for your attention to this matter and for the support you will provide in ensuring your child’s attendance this year.

Sincerely,

Principal

Be present…make every day count!
Appendix K: 2nd Unlawful Absence Letter

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

We have a genuine concern about the attendance of (student name). He/She has accumulated two unlawful absences to date. The first unlawful absence was (date) and a letter informing you of the absence was sent on (date). Recently, (name) was unlawfully absent on (date).

An unlawful absence is a violation of PA School Code, section 1333 and section 1354. We ask that you provide an excuse note for the date(s) in question to clarify the type of absence and ensure the accuracy of our records.

Because of this emerging attendance pattern and our concern for your child’s health and success here at school, I am requesting that you contact us to discuss any particular health reasons or other concerns that may be responsible for these absences. In this way, we will be better able to help (name) succeed.

Thank you in advance for your attention to this request and the support you will provide in ensuring your child’s attendance this year. You may contact me, the school counselor, or the school nurse at ________________.

Sincerely,

Principal

Be present…make every day count!
Appendix: L: 3rd Unlawful Absence Letter

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

The purpose of this letter is to officially notify you that (Student Name) has been absent from school on (Date 1, Date 2, and Date 3) without a written excuse or for an unexcused reason.

We have previously contacted you regarding our concern over an accumulation of unlawful absences that could negatively impact your child’s success in school. School Code identifies three unlawful absences as an attendance pattern that requires specific actions by both the school and the parent/guardian. The school is required to consider three unlawful absences as a summary offense for which parents/guardians or persons in parental relation could be prosecuted through the courts.

Solanco School District requires a written excuse for any absence to be submitted by the parent/guardian within three days of the student’s return to school. Our policies and procedures regarding excused absences are located in our student handbook and in the attached brochure.

Because further unlawful absences carry significant consequences, we require a parent/guardian or person in parental relation to meet at the school with a team whose function is to work together with you to develop a Truancy Elimination Plan (TEP). The TEP will include specific strategies, incentives, and supports that will be helpful in improving attendance in the remainder of the year. The team consists of the principal/assistant principal, school counselor, school nurse, and other supportive personnel.

If (Students Name) accumulates any additional unlawful absences, the parents, guardian, or person in parental relation may be charged with a summary offense before the District Justice in Quarryville. Please contact me or the school counselor at ________________ so we can work together on this important matter.

Sincerely,

Principal

Be present…make every day count!
Appendix M: Doctor’s Note Warning Letter

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

Our attendance records indicate that XXXXXXX has been absent from school for xx days as of the date of this letter. Pennsylvania attendance regulations state that “a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician.”

But, even more important than the state regulation that we must follow is the fact that high absenteeism has both short-term and long-term negative impacts. Students with a high rate of absences demonstrate lower academic performance and increased anxiety about school. They experience the frustration and stress that comes with completing missed assignments without the benefit of instruction. They may also find it challenging to make positive connections at school or to feel successful.

It is our desire to make every effort to avoid requiring a doctor’s excuse for absences. We do not want families to experience the inconvenience, loss of time, or expense for doctor’s office visits that are associated with being placed on this status. We have attached a sample of the medical excuse form for your review.

We do not wish to see XXXXXXX experience a downward academic spiral, often associated with excessive absences. As we work together to provide the best academic experience for XXXXXXX, it is critical that we maintain good lines of communications, especially as it relates to XXXXX’s attendance and participation in school.

If you have any questions, or if there is a problem of which the school should be aware, please contact me or the school counselor at ____________.

Thank you,

Principal

Be present…make every day count!
Appendix N: Doctor’s Note Required Letter

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

Our attendance records indicate that XXXXXXX has been absent from xxxxxxx School for xx days as of the date of this letter. I am concerned about the effect that this number of days out of the classroom may have on xxxxxxx’s school performance.

Pennsylvania attendance regulations state that “a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician.”

As per state attendance regulations, for the remainder of the XXXX school year, a written professional medical excuse will be required for all of XXXXXXXXX’s absences. The note must:

- State that XXXXXXX was seen by or is under the care of a medical professional
- Contain the date(s) to be excused from school
- Be signed by the medical professional

Any absence for which a doctor’s excuse is not provided may be considered unlawful and could lead to prosecution by the school district for violation of state compulsory attendance laws. We are attaching the “Medical Excuse Form” to be completed by the doctor for all additional absences.

We do not wish to see XXXXXXX experience a downward academic spiral, often associated with excessive absences. As we work together to provide the best academic experience for XXXXXXX, it is critical that we maintain good lines of communications, especially as it relates to XXXXX’s attendance and participation in school.

Please contact me or the school counselor at ______________. Thank you for your attention to this matter.

Sincerely,

Principal

Be present…make every day count!
Appendix O: Importance of Attendance Letter

Date

Parent/Guardian
Address
City State Zip

To the Parents/Guardians of

As we approach a new school year, it is important that we continue to work together to make it a successful beginning for your child, XXXX. Last year we made progress working together with a Truancy Elimination Plan in place, and we want to capitalize on that progress. Our goal this year would be to ensure that XXXXX misses far less than the (# of days) he/she missed last year.

As we discussed last year, students with a high rate of absences demonstrate lower academic performance and increased anxiety about school. It is also challenging for students who miss a lot of school to make positive connections at school and to feel successful. Poor attendance in school, even as early as elementary school, has been shown to contribute to student’s failing to complete high school. On the other hand, consistent attendance can lead to positive work ethic, increased confidence, and future employability. This is certainly what we want for XXXX. By maintaining the conditions of last year’s Truancy Elimination Plan, we feel that we can continue to work together to support XXXX’s academic success by encouraging his/her attendance in school each day.

A copy of the plan is enclosed in this letter.

If there are circumstances that are preventing XXXXX from wanting to attend, a problem of which the school should be aware, or if you have any questions please contact me or the school’s counselor about ways that we could support XXXX. We want this school year to be a positive experience for XXXXX.

Thank you,

Principal

Be present…make every day count!
Appendix P: 1st Unexcused Absence Letter (Kindergarten)

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

Attendance is an importantelement to every student’s academic success and although one absence seems insignificant, every day counts. We recognize that there are factors that may make an absence unavoidable and we have provided guidelines for excusable absences in the student-parent handbook.

We are contacting you because we have not received a written excuse for ____________ absence on ____________. A student must present a written signed excuse within three days of an absence or the absence is considered unexcused. We ask that you provide an excuse note for the date in question to clarify the type of absence and ensure the accuracy of our records.

If you need additional information regarding our procedures or desire to discuss your specific situation, please do not hesitate to contact me at ______________. Thank you in advance for your attention to this request and for the support you will provide in ensuring your child’s consistent attendance this year.

Sincerely,

Principal

Be present…make every day count!
Appendix Q: 2\textsuperscript{nd} or Additional Unexcused Absence Letter (Kindergarten)

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

We have a genuine concern about the attendance of (student name). He/She has accumulated several unexcused absences to date. The first unexcused absence was (date) and a letter informing you of the absence was sent on (date). Recently, (name) was absent on (date/s).

Because of this emerging attendance pattern and our concern for your child’s health and success here at school, I am requesting that you contact us to discuss any particular health reasons or other concerns that may be responsible for these absences. In this way, we will be better able to help (name) succeed.

Thank you in advance for your attention to this request and the support you will provide in ensuring your child’s attendance this year. You may contact me, the school counselor, or the school nurse at ____________________.

Sincerely,

Principal

Be present…make\textbf{ every} day count!
Appendix R: Doctor’s Note Warning Letter (Kindergarten)

Date

Parent/Guardian Name
Street Address
City State

Dear Parent/Guardian:

Our attendance records indicate that XXXXXXX has been absent from school for xx days as of the date of this letter. Pennsylvania attendance regulations state that “a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician.”

But, even more important than the state regulation that we must follow is the fact that high absenteeism has both short-term and long-term negative impacts. Students with a high rate of absence in kindergarten often fail to develop the basic skills needed for success in school. As a result, they feel anxious about school and may also find it challenging to make positive connections or to feel successful.

It is our desire to make every effort to avoid requiring a doctor’s excuse for absences. We do not want families to experience the inconvenience, loss of time, or expense for doctor’s office visits that are associated with being placed on this status. We have attached a sample of the medical excuse form for your review.

We do not wish to see XXXXXXX experience the struggles and challenges often associated with excessive absences. As we work together to provide the best academic experience for XXXXXXX, it is critical that we maintain good lines of communications, especially as it relates to XXXXXXX’s attendance and participation in school.

If you have any questions, or if there is a problem of which the school should be aware, please contact me or the school counselor at ____________.

Thank you,

Principal

Be present…make every day count!

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Appendix S: Doctor’s Note Required Letter (Kindergarten)

Parent/Guardian Name  
Street Address  
City State  

Dear Parent/Guardian:

Our attendance records indicate that XXXXXXXX has been absent from xxxxxxxxxx School for xx days as of the date of this letter. I am concerned about the effect that this number of days out of the classroom may have on xxxxxxxx’s development of the foundational skills needed for success in school. Pennsylvania attendance regulations state that “a maximum of ten (10) days of cumulative lawful absences by parental notification may be permitted during a school year; and that all absences beyond ten (10) cumulative days should require an excuse from a physician.”

As per state attendance regulations, for the remainder of the XXXX school year, a written professional medical excuse will be required for all of XXXXXXXXX’s absences. The note must:

- State that XXXXXXX was seen by or is under the care of a medical professional
- Contain the date(s) to be excused from school
- Be signed by the medical professional

Any absence for which a doctor’s excuse is not provided may be considered unexcused. We are attaching the “Medical Excuse Form” to be completed by the doctor for all additional absences. We do not wish to see XXXXXXXX experience the struggles and challenges often associated with excessive absences. As we work together to provide the best school experience for XXXXXXXX, it is critical that we maintain good lines of communications, especially as it relates to XXXXX’s attendance and participation in school.

Please contact me or the school counselor at ______________. Thank you for your attention to this matter.

Sincerely,

Principal

Be present…make every day count!
Appendix T: Lancaster County Medical Excuse Form

Lancaster County Medical Excuse Form

Name of Medical Facility:
Address of Medical Facility: Phone Number:
Student Name: __________________________ Date/ Time of Appointment: __________________
Time Student Left Appointment: __________________
I examined the above-named student and found him/her to be:

_________________________, ___________________________
I have found this child to have on-going health issues and a discussion between medical personnel and school personnel would be valuable.

If above is checked, parent must select one of the below options.

___ I hereby GIVE PERMISSION for the doctor or members of his/her staff to discuss this medical issue with the appropriate members of the school staff, with the purpose of contributing to the overall well-being of my child. (Sign below.)

___ I DO NOT give permission for the doctor or members of his/her staff to discuss this medical issue with members of the school staff. (Do not sign below.)

Name of Parent/Guardian: __________________________ Signature: __________________________ Date: __________

Lancaster County Medical Excuse Form

Name of Medical Facility:
Address of Medical Facility: Phone Number:
Student Name: __________________________ Date/ Time of Appointment: __________________
Time Student Left Appointment: __________________
I examined the above-named student and found him/her to be:

_________________________, ___________________________
I have found this child to have on-going health issues and a discussion between medical personnel and school personnel would be valuable.

If above is checked, parent must select one of the below options.

___ I hereby GIVE PERMISSION for the doctor or members of his/her staff to discuss this medical issue with the appropriate members of the school staff, with the purpose of contributing to the overall well-being of my child. (Sign below.)

___ I DO NOT give permission for the doctor or members of his/her staff to discuss this medical issue with members of the school staff. (Do not sign below.)

Name of Parent/Guardian: __________________________ Signature: __________________________ Date: __________
Partnership with Lancaster County Juvenile Probation and Parole

The probation officers in the schools work closely with school administration to address truancy for students who are placed on probation. The juvenile probation officer will be contacted. Administration and the JPO will work to identify the underlying cause of the truancy. Referrals will be made to the appropriate Agencies in the community, in order to support regular attendance.

- The probation officer may report the truancy to the judge for judicial input on what needs to happen regarding the truancy.
- Additional action may be taken by the probation officer to assist in getting the student to school.

Partnership with the District Justice

- The District Justice will, in most instances, impose fines up to $300.00 in addition to court costs.
- Parents/guardians may be assigned to complete a parenting class.
- In lieu of or in addition to fines, the District Justice may order parents/guardians to do up to 6 months of community service.
- Incarceration of the parents/guardians is a possibility if the truancy persists.

However, the District Justice may treat truants from age 13-16 years differently. They can:

- Be ordered to perform community service.
- Lose driving privileges for 90 days and up to 6 months for each citation.
- Be arrested on their 18th birthday if they have not paid fines and costs.

Partnership with Lancaster County Children and Youth Social Service Agency

After the second citation from a District Justice, the school is expected to make a referral to the Lancaster County Children and Youth Social Services Agency due to educational neglect as stated in the Juvenile Act.

- The Agency has 60 days to do an investigation to determine if Agency intervention is needed to resolve the truancy issue.
- An Agency caseworker will contact all those involved in the truancy elimination process.
- The parents/guardians may be asked to cooperate with having evaluations completed such as drug and alcohol or mental health evaluations.
- The Agency may determine, as a result of the investigation that the family is in need of ongoing Agency intervention.

If the family is accepted for ongoing services:

- Agency casework services will be put in place.
- The family will be monitored for a period of at least 6 months for issues of further abuse or neglect.
- The school attendance of every child in the home will be monitored at least weekly with the school.
- If further abuse or neglect and/or attendance issues persist the Agency may file a petition to force compliance which may result in the student being placed out of the home.

Questions or comments?
Access building contact information inside.
Truancy Elimination Planning

The goal of the Solanco School District is to partner with families to ensure consistent school attendance for our students. Compulsory attendance is the law, and if truancy goes unaddressed it can lead to school dropout, delinquent behavior and multiple behavior problems for youth. In addition, failure to complete school leads to financial losses and certain hardships for the family and the truant child as he/she attains adulthood. Parents, children, schools and community agencies work together to ensure consistent school attendance and eliminate truancy.

School/Family Partnership

Once your child has been absent 10 or more days or has 3 unexcused absences, the school will begin the process of assisting you in eliminating future attendance issues, which may include, but not limited to:

- Formally contacting you in writing regarding the issues.
- Requiring a doctor’s excuse for all future absences.
- Assisting you in getting to the root cause of the attendance issue.
- Referring your child to different programs within the school geared towards improving your child’s attendance. This may include the school counselor or other supportive programs.

The desire of each school’s support team is to assist you with remedying the attendance issue that exists. It is not the team’s desire to resort to more extensive action unless forced to do so if the problem persists. If the problem does persist, the school team has a responsibility to take additional action.

This action will include:

- Sending a formal letter to you regarding your child’s truancy pursuant to Section 1354, Public School Code.
- Presenting this brochure for your understanding.
- Developing a truancy elimination plan for you, your child and the school to follow.
- Referral to the District Justice for citations and fines.
- Referral to the Lancaster County Children and Youth Agency after the second citation to the District Justice within the current academic year.

In order to make our partnership a success, we need parents/guardians to:

- Send in a signed written excuse including why your student was absent upon return to school.
- Send in a doctor’s note if your child’s illness/injury extends beyond three consecutive school days.
- Refer to your child’s school handbook for all other procedures concerning tardiness and absenteeism.
- Ask for additional support as needed.

Partnership with the Student Assistance Program

The Student Assistance Program exists to identify students who are experiencing barriers to learning and school success because of personal difficulties, emerging mental health issues or concerns related to drug and alcohol involvement. The purpose is to refer students to the appropriate school and/or community resources. The program is an intervention program, not an in-school treatment or disciplinary program.

All referrals are treated confidentially. Students can be referred through the school counseling office by any adult and/or another student.

Partner with Us

Please contact your child’s school guidance or principal’s office to set up a truancy elimination meeting.

Solanco High School 717-786-2151
George A. Smith Middle School 717-786-2244
Swift Middle School 717-548-2187
Clermont Elementary School 717-548-2742
Bart-Colerain Elementary School 717-529-2181
Providence Elementary School 717-786-3582
Be present...make *every* day count!

<table>
<thead>
<tr>
<th>Date of Initial Plan:</th>
<th>Date(s) of Revision(s):</th>
</tr>
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</table>

Name of School:  
Student Name:  
M/F  
DOB  
Grade:  
Parent(s)/Guardian(s):  
Student Address:  
Phone:  
Child resides with:  
Siblings/Relatives in the Home:  
Absences so far this year:  
Legal:  
Illegal/Unex:  
Exc by Dr. Note:  
Attendance History by Grade (list number of combined legal and illegal absences for each school year):  
K:  
1st:  
2nd:  
3rd:  
4th:  
5th:  
6th:  
7th:  
8th:  
9th:  
10th:  
11th:  
12th:  
Contacts Regarding Truancy  
<table>
<thead>
<tr>
<th>Contact Date</th>
<th>Contact Person</th>
<th>Contact Reason</th>
<th>Result(s)</th>
</tr>
</thead>
</table>

Official Correspondence  
Notification  
Date Mailed  
Letter for 1st Illegal Absence  
Letter for 2nd Illegal Absence  
Official First Notice/Invitation to Attendance Meeting (Letter for 3rd Illegal Absence)  
Doctor’s Note Warning Letter  
Doctor’s Note Required Letter/Invitation to Attendance Meeting  
Citation (Enter absence dates here.)  
Truancy Factors  
Parental explanation of truancy:  
Student explanation of truancy:  
IEP?  
GIEP?  
504 plan?  
ELL?  
Other  
Prior evaluations or requests for evaluation:  
Health room plan currently on file?  
Student’s strengths:  
Possible Root Causes for Truancy  
<table>
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<tr>
<th>Root Cause</th>
<th>Root Cause</th>
<th>Comments</th>
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<td>Documented illness</td>
<td>Transition issues</td>
<td></td>
</tr>
<tr>
<td>Mental health concerns</td>
<td>Substance issues</td>
<td></td>
</tr>
<tr>
<td>Home challenges</td>
<td>Legal issues</td>
<td></td>
</tr>
<tr>
<td>Relationship/social issues</td>
<td>Motivation issues</td>
<td></td>
</tr>
<tr>
<td>School avoidance</td>
<td>Socioeconomic issues</td>
<td></td>
</tr>
<tr>
<td>Academic challenges</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Poor self-concept</td>
<td>Other</td>
<td></td>
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</table>

Identified Solutions/Outcomes  
<table>
<thead>
<tr>
<th>Student will...</th>
<th>Student will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to bed earlier</td>
<td>Attend school small group counseling program</td>
</tr>
<tr>
<td>Wake up earlier</td>
<td>Utilize school Health Plan as outlined</td>
</tr>
<tr>
<td>Set 2nd alarm clock</td>
<td>Perform set coping skills or relaxation techniques</td>
</tr>
<tr>
<td>Lay out clothing evening prior</td>
<td>Develop healthy friendships</td>
</tr>
<tr>
<td>Develop a proactive morning routine</td>
<td>Take measures to de-escalate relationship problems and avoid trigger situations</td>
</tr>
<tr>
<td><strong>X</strong></td>
<td><strong>Student will...</strong></td>
</tr>
<tr>
<td>-------</td>
<td>---------------------</td>
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<tr>
<td></td>
<td>Ensure homework is completed nightly</td>
</tr>
<tr>
<td></td>
<td>Make teacher aware of social concerns</td>
</tr>
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<td></td>
<td>Ask specific teachers for help on concepts not understood</td>
</tr>
<tr>
<td></td>
<td>Communicate with parent any concerns about social, academic, or attendance issues</td>
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<tr>
<td></td>
<td>Take all medications as prescribed</td>
</tr>
<tr>
<td></td>
<td>Attend all counseling appointments</td>
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<tr>
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<th><strong>Family will...</strong></th>
<th>X</th>
<th><strong>Family will...</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Make sure child is in bed earlier</td>
<td>Communicate with child daily regarding homework completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take child to doctor when ill</td>
<td>Sign a provided release form for school to work proactively with doctor(s) or therapist(s) working with child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform school office by phone of daily absences on the day of the absence</td>
<td>Provide a completed medical plan document to the school health room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform the school office by note upon return to school</td>
<td>Provide a completed and signed (by medical professional) medicine approval form to the school health room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide a doctor’s note upon return for any three consecutive absences</td>
<td>Engage siblings and other supportive family/friends to get child to school daily</td>
<td></td>
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<tr>
<td></td>
<td>Provide a doctor’s note upon return for any day of absence</td>
<td>Identify back-up means of transportation</td>
<td></td>
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<td></td>
<td>Bring child in to the school office when he/she is late</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enforce reward and consequence plan at home</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicate with supportive adults at school proactively</td>
<td>Other</td>
<td></td>
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<tr>
<th><strong>X</strong></th>
<th><strong>School will...</strong></th>
<th>X</th>
<th><strong>School will...</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule future follow-up meetings</td>
<td>Make a referral to the Student Assistance Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide an adult mentor</td>
<td>Make a referral to the school social worker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide a student mentor</td>
<td>Provide a medical plan through the health room</td>
<td></td>
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<tr>
<td></td>
<td>Check child’s agenda book daily</td>
<td>Contact the district magistrate to discuss concerns</td>
<td></td>
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<tr>
<td></td>
<td>Provide tutoring program during or after school</td>
<td>Process citations to the district magistrate for all future illegal absences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide a regular check-in for student</td>
<td>Other</td>
<td></td>
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<tr>
<td></td>
<td>Provide a differentiated work completion/assessment plan to ensure ability to catch up on missed work</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make a referral to the school counselor</td>
<td>Other</td>
<td></td>
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</table>

**Goal/Incentive Plan**

Attendance Goal (specific, measurable, attainable, realistic, time-bound)

Specific measures of progress

School wide incentives available for consistent attendance:

Student-specific motivators:

Student-specific attendance incentive plan:

**Truancy Prevention Team**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role/Relationship</th>
<th>Signature</th>
</tr>
</thead>
</table>

**Follow-Up Contacts**

<table>
<thead>
<tr>
<th>Contact Date</th>
<th>Contact Person</th>
<th>Reason for Contact</th>
<th>Result(s)</th>
</tr>
</thead>
</table>

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Appendix W: Family Questionnaire for Truancy Elimination Plan

Dear Family Member: Our desire is to work together as a team to help your child. We know that some subjects are hard to talk about. We respect your privacy and honesty. A school counselor will review this sheet with you in order to understand needs and possible solutions. Thank you for partnering with us!

Child’s Name_________________________________ Grade______ Parent Name_________________________ Date__________

My child’s strengths are...

| Kind | Organized | Curious | Sense of humor | A good friend | Responsible | Likes to read | Good at math | Has job interests, which are... | Other: |

I think my child struggles with attendance because of...

| Sickness | Friendship changes | Bad influences | People treating him/her badly | Conflict/arguments with other students | Anxiety/depression | Changes at home | Unmotivated | Has trouble learning | Doesn’t know how to study | Out of the habit of attending regularly | Overwhelmed by school work or homework | Drug/alcohol issues | Legal issues | Transportation concerns | Oversleeping | Other: |

As a parent, I feel...

| Good about how things are going in our family | Like we have a good routine at home | Happy about my relationship with my child | Difficulty connecting with my child | That I understand my child’s learning needs | That I know my child’s friends | Worried about my child’s friends | Concerned about my child’s future | Overwhelmed/tired | Worried about money, clothing, or a place to live | Excited about the next steps for my child | That my child argues with me | Out of control | Frustrated | Too busy | In need of help | That my child needs more help from the school | Other: |

An adult at school that my child really likes is...

An adult at home/in the family/or in the community that my child really likes is...

Other things I would like you to know...
Appendix X: Student Questionnaire for Truancy Elimination Plan

Be present...make every day count!

So...help me out by telling me more about you. I want to make sure you feel okay about coming to school. The things you write will only be seen by me. Nobody else will know what you write unless somebody is in danger. Remember that I care and want to help out.

Name______________________________ Grade______

Things I like are…
Things I dislike are…
Things I like to do after school are…
Things I feel good about are…
Things that worry me are…
I like school: yes no
The reason that I sometimes don’t come to school is…
School would be better if…
I need help with…
An adult at school that I trust is…
An adult at home/in the family/or in the community that I trust is…

If you have any other comments or questions, write on the back of this sheet.
Appendix Y: Truancy Elimination Plan Team/Procedure

**Initiation/Planning**
- Administrator invites family to schedule TEP meeting in writing
- School counselor calls to invite parent to meet and complete/discuss the parent questionnaire
- School counselor meets with student to complete/discuss the student questionnaire
- School counselor schedules TEP meeting through administrator/secretary
- TEP Team: Student, parent, parent-invited supportive adult, teacher representative, school counselor, nurse, probation officer, administrator (include all applicable)
- TEP team and counselor use *Solanco Community Link* to match resources with root causes

**Implementation**
- Specific goal and measures are identified and set by student/family
- Plan/responsibility is communicated with all team members and stakeholders
- Nurse follows up with family regarding medical plans/needs
- Responsibility is clearly documented in plan
- Teacher representative or mentor checks in with student every 2-3 weeks
- Continuous communication occurs among all stakeholders

**Monitoring**
- School counselor monitors progress on student TEP goal and readministers student questionnaire every 3-4 weeks
- School counselor shares TEP goal progress and change in perception data with all plan stakeholders every 4 weeks
- Data is examined by administrator every 3-4 weeks: attendance trends, discipline data, student achievement/growth data
- Decision is made through administrator/counselor collaboration every 4-5 weeks
- No TEP review needed: document and celebrate success of plan with a personal call and letter
- TEP review needed: meeting scheduled through school counselor via phone call, revisit plan, readminister parent questionnaire, set/monitor new goal, offer new targeted solutions
## Appendix Z: Community Link

<table>
<thead>
<tr>
<th>SCHOOL DISTRICT RESOURCES</th>
<th></th>
</tr>
</thead>
</table>
| **Social Work** | Mrs. Avery Hill, District Social Worker  
*Resources/Agency Liaison Services/Referrals  
Phone: 717-786-8401  
Email: avery_hill@solanco.k12.pa.us |
| **School Counseling** | *School adjustment, transition support, social and emotional well-being of students, referrals  
Mrs. Patti McTaggart, Lead Counselor, High School Counselor, Class of 2016  
Phone: (717) 786-2151  
Email: patricia_mctaggart@solanco.k12.pa.us |
| **Central Office Administration** | Dr. Martin Hudacs, Superintendent  
*District leadership  
Phone: (717) 786-8401  
Email: martin_hudacs@solanco.k12.pa.us  
Dr. Brian Bliss, Assistant Superintendent  
*Curriculum and instruction  
Phone: (717) 786-8401  
Email: brian_bliss@solanco.k12.pa.us  
Dr. Rob Dangler, Director of Pupil Services  
*Student services, special education, health services, guidance  
Phone: (717) 786-8401  
Email: rob_dangler@solanco.k12.pa.us  
Mrs. Linda Overly, Special Education Director  
*Services and evaluations for children with disabilities  
Phone: (717) 786-8401  
Email: linda_overly@solanco.k12.pa.us |
| **School Contact Information** | Solanco High School - (717) 786-2151  
Smith Middle School – (717) 786-2244  
Swift Middle School – (717) 548-2187  
Bart-Colerain Elementary School – (717) 529-2181  
Clermont Elementary School – (717) 548-2742  
Quarryville Elementary School – (717) 786-2546  
Providence Elementary School – (717) 786-3582 |
| **CONCRETE RESOURCES** |  |
| **Clothing** | Swappe Shoppe at Smith Middle School  
*Barter Clothing Exchange  
Phone:(717) 786-2244  
Address: 645 Kirkwood Pike, Quarryville, PA 17566  
Contact Person: Lynne Gallagher, School Counselor  
Swappe Shoppe at Swift Middle School  
*Barter Clothing Exchange  
Phone:(717) 548-2187  
Address: 1866 Robert Fulton Highway, Quarryville, PA 17566  
Contact Person: Jennifer Pearson, School Counselor |
| **Food** | Solanco Food Bank  
*Income eligible clients can access food |

Contact specific building school counselors via the phone number listings for schools below.
<table>
<thead>
<tr>
<th><strong>Government Programs</strong></th>
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<tbody>
<tr>
<td><strong>Community Action Program</strong></td>
</tr>
<tr>
<td><em>Utility assistance and information and referral</em></td>
</tr>
<tr>
<td>Phone: (717) 786-4468</td>
</tr>
<tr>
<td>Address: 349 Buck Road, Quarryville, PA 17566</td>
</tr>
<tr>
<td>Website: <a href="http://www.caplanc.org">www.caplanc.org</a></td>
</tr>
<tr>
<td><strong>County Assistance Office</strong></td>
</tr>
<tr>
<td><em>Medical assistance, cash assistance, food stamps, LIHEAP</em></td>
</tr>
<tr>
<td>Phone: (717) 299-7411</td>
</tr>
<tr>
<td>Address: 832 Manor Street, PO Box 4967, Lancaster, PA 17604</td>
</tr>
<tr>
<td>Website: <a href="http://www.dpw.state.pa.us">www.dpw.state.pa.us</a></td>
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<tr>
<th><strong>Miscellaneous</strong></th>
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<tbody>
<tr>
<td><strong>Solanco Neighborhood Ministries</strong></td>
</tr>
<tr>
<td><em>Information and referral, limited financial assistance, emergency fuel assistance</em></td>
</tr>
<tr>
<td>Phone: (717) 786-4308</td>
</tr>
<tr>
<td>Address: 355 Buck Road, Quarryville, PA 17566</td>
</tr>
<tr>
<td>Contact Person: Teresa Dolan</td>
</tr>
<tr>
<td>Email: <a href="mailto:tdolan@snministries.org">tdolan@snministries.org</a></td>
</tr>
<tr>
<td>Website: solanconeighborhoodministries.org</td>
</tr>
<tr>
<td><strong>Love, INC</strong></td>
</tr>
<tr>
<td><em>Matches needs for transportation, meals, repairs, etc. with volunteers</em></td>
</tr>
<tr>
<td>Phone: (717) 735-7540</td>
</tr>
<tr>
<td>Address: 1925 Wheatland Ave, Lancaster, PA 17603</td>
</tr>
<tr>
<td><a href="http://www.loveinc.lancaster.org">www.loveinc.lancaster.org</a></td>
</tr>
<tr>
<td><strong>Lancaster County Courthouse Self-Help Clinic</strong></td>
</tr>
<tr>
<td>Address: 50 N Duke St, Lancaster, PA 17602</td>
</tr>
<tr>
<td>Phone: (717) 299-8000</td>
</tr>
<tr>
<td>Website: <a href="http://www.court.co.lancaster.pa.us/35/Self-Help-Center">http://www.court.co.lancaster.pa.us/35/Self-Help-Center</a></td>
</tr>
<tr>
<td><strong>Domestic Violence Legal Clinic</strong></td>
</tr>
<tr>
<td>Address: 35 East Orange Street, Suite 200, Lancaster, PA 17602</td>
</tr>
<tr>
<td>Phone: 717-291-5826</td>
</tr>
<tr>
<td><strong>United Way of Lancaster County</strong></td>
</tr>
<tr>
<td><em>Non-profit organization that brings people and communities together to improve education, financial stability, and health outcomes in Lancaster County</em></td>
</tr>
<tr>
<td>Phone: (717) 394-0731</td>
</tr>
<tr>
<td>Address: 630 Janet Ave, Lancaster, PA 17601</td>
</tr>
<tr>
<td>Contact Person: Andréa Heberlein</td>
</tr>
<tr>
<td>Website: <a href="http://www.uwlanc.org">www.uwlanc.org</a></td>
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<tr>
<th><strong>SUPPORTIVE SERVICES</strong></th>
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<tbody>
<tr>
<td><strong>Information</strong></td>
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<tr>
<td><strong>211</strong></td>
</tr>
<tr>
<td><em>Free and confidential information and referral service that quickly guides callers to agencies and programs in the community that can provide help</em></td>
</tr>
<tr>
<td>Phone: 211</td>
</tr>
<tr>
<td>Website: <a href="http://uwlanc.org/Need-Help/211-Database">http://uwlanc.org/Need-Help/211-Database</a></td>
</tr>
<tr>
<td><strong>Mental Health</strong></td>
</tr>
<tr>
<td><strong>New Hope Community Life Ministry</strong></td>
</tr>
<tr>
<td><em>Outpatient Counseling</em></td>
</tr>
<tr>
<td>Phone: (717) 786-2802</td>
</tr>
<tr>
<td>Address: 248 Maple Avenue, Quarryville, PA 17566</td>
</tr>
<tr>
<td>Contact Person: Neil Uniacke</td>
</tr>
<tr>
<td>Website: <a href="http://www.newhopeministry.info">www.newhopeministry.info</a></td>
</tr>
<tr>
<td><strong>COBYS Counseling Center</strong></td>
</tr>
<tr>
<td><em>Outpatient counseling, counseling groups and classes for children and families, course offered specific to truancy that students and parents attend together, free services</em></td>
</tr>
<tr>
<td>Phone: 1-800-452-6517</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Address: 171 East King St, Lancaster PA 17602</td>
</tr>
<tr>
<td>Contact Person: Abby Keiser</td>
</tr>
<tr>
<td>Website: <a href="http://www.cobys.org">www.cobys.org</a></td>
</tr>
</tbody>
</table>

**Family Resource and Counseling Center**
*Outpatient counseling and family support*
Phone: (717) 442-9577
Address: 835 Houston Run Dr, Gap, PA 17527
Contact Person: Roxanne Holcomb
Website: http://www.fracc.org

**Morning Star Counseling**
*Outpatient counseling*
Phone: (717) 806-5050
Address: 201 E. State Street, Suite B, Quarryville PA 17566
Contact Person: Heidi Scott
Website: www.morningstarllc.org

**Life Span Psychological Services**
*Outpatient Counseling*
Phone: (717) 464-1464
Address: 2819-0 Willow Street Pike, Willow Street, PA 17584
Website: www.lifespanmentalhealth.com

**WeigelCounseling Associates**
*Outpatient Counseling*
Phone: 717-464-1450
Address: 2421 Willow Street Pike, Willow Street PA 17584
Contact Person: Vic Poirier
Website: www.weigelcounseling.com

**T.W. Ponessa**
*School-based counseling in Solanco Schools, outpatient in Lancaster*
Phone: (717) 560-7917
Address: 410 N Prince St, Lancaster, PA 17603
Contact Person: Jim Dowdy
Website: www.twponessa.com

**Crisis Intervention**
*On-site and via telephone safety assessment for homicidal/suicidal behavior*
Phone: (717) 394-2631
Address: 150 N Queen St., Lancaster PA 17603
Website: www.co.lancaster.pa.us

**Drug & Alcohol**

**The Naaman Center**
*Addiction-specific Counseling*
Phone: (888) 243-4316
Address: 248 Maple Ave, Quarryville, PA 17566
Contact Person: Samuel Mwangi
Website: www.naamancenter.com

**Compass Mark**
*Prevention/intervention programs that build youth/family efficacy and resiliency*
Phone: (717) 599-0341
630 Janet Ave, Lancaster, PA 17601
Contact Person: Carol Kuntz
Website: www.compassmark.org

**Celebrate Recovery Program**
* Support group for those battling chemical/substance abuse*
Phone: (717) 786-5586
Address: 269 Cinder Rd, New Providence, PA 17560
Contact Person: Pastor Dwight Lefever
| **Parenting/Pregnancy** | **Mothers of Preschoolers**  
*Support Group for young mothers and mothers-to-be  
Phone: 717-529-1208  
Address: Wesley United Methodist Church  
1104 Kirkwood Pike, Quarryville, PA 17566  
Contact Person: Tabitha Hastings, Pastor Chris Lenhart  
Website: www.wesleyumchurch.com |  
| **Young Mother’s Program**  
*Support Group for teenage mothers up to 21 years of age  
Phone: 717-786-7882  
Address: Wesley United Methodist Church  
1104 Kirkwood Pike, Quarryville, PA 17566  
Contact Person: Patti Foley, Pastor Chris Lenhart  
Website: www.wesleyumchurch.com |  
| **WIC (Women, Infants, and Children)**  
*Supplemental nutrition program for pregnant, postpartum, and breastfeeding mothers, infants, and children up to 5 years  
Phone: (717) 786-4468  
Address: 349 Buck Road, Quarryville, PA 17566  
Website: www.caplanc.org |  
| **COBYS Counseling Center**  
*Counseling groups and classes for children and families, courses offered specific to truancy and other needs that students and parents attend together, free services  
Phone: 1-800-452-6517  
Address: 171 East King St, Lancaster PA 17602  
Contact Person: Abby Keiser  
Website: www.cobys.org |  
| **Healthy Beginnings**  
*In-home prenatal education, counseling, and classes in childbirth, breastfeeding, nutrition, exercise, and smoking cessation  
Walter L. Aument Family Health Center  
Phone: 717-786-7383  
Address: 317 West Chestnut St, Quarryville, PA 17566  
Contact Person: Dr. Yolanda Adams  
Website: www.lancastergeneralhealth.org |  
| **Recreation** | **SECA Recreation Center**  
*Offering various recreational activities and sports  
Phone: 717- 806-0123  
Address: 299 Park Ave, Quarryville, PA 17566  
Contact Person: April Pierson  
Website: www.secarec.org |  
|  
| **Solid Rock Youth Ministries**  
*Christian programming for youth  
Phone: (717) 786-8007  
Address: 34 E State St, Quarryville, PA 17566  
Contact Person: Raeanne Brouse |  
| **Black Rock Retreat Center**  
*Nature and outdoor activities, summer camps  
Phone: (800) 858-9229  
Address: 1345 Kirkwood Pike, Quarryville, PA 17566  
Contact Person: John Shertzer  
Website: www.blackrockretreat.com |  
| **United Way Volunteer Center**  
*Connects individuals and groups to meaningful volunteer opportunities throughout Lancaster County |
<table>
<thead>
<tr>
<th>Phone: 717-299-3743</th>
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</thead>
<tbody>
<tr>
<td>Address: 630 Janet Ave, Lancaster, PA 17601</td>
</tr>
<tr>
<td>Email: <a href="mailto:volunteer@uwlanc.org">volunteer@uwlanc.org</a></td>
</tr>
<tr>
<td>Website: <a href="http://uwlanc.galaxydigital.com/">http://uwlanc.galaxydigital.com/</a></td>
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**Young Life/Wyld Life**
*Christian programming for youth*

<table>
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<tr>
<th>Phone: (419) 340-0120</th>
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<tbody>
<tr>
<td>Address: PO Box 165, Oxford, PA 19363</td>
</tr>
<tr>
<td>Contact Person: Sarah Rufo</td>
</tr>
<tr>
<td>Website: <a href="http://www.younglife.org">www.younglife.org</a></td>
</tr>
</tbody>
</table>
| CONCRETE RESOURCES | **Swappe Shoppe at Smith Middle School**  
*Barter Clothing Exchange  
Phone: (717) 786-2244  
Address: 645 Kirkwood Pike, Quarryville, PA 17566  
Contact Person: Lynne Gallagher, School Counselor |  
| **Swappe Shoppe at Swift Middle School**  
*Barter Clothing Exchange  
Phone: (717) 548-2187  
Address: 1866 Robert Fulton Highway, Quarryville, PA 17566  
Contact Person: Jennifer Pearson, School Counselor |  
| **New Hope Community Closet**  
*Thrift Shop, vouchers for free clothing available at the Food Bank  
Phone: (717) 786-2034  
Address: 128 Townsgede Drive, Quarryville, PA 17566  
Contact Person: Neil Uniacke  
Website: www.newhopeministry.com |  
| **Solanco Food Bank**  
*Income eligible clients can access food  
Phone: (717) 786-4308  
Address: 355 Buck Road, Quarryville, PA 17566  
Website: solanconeighborhoodministries.org |  
| **Community Action Program**  
*Utility assistance and information and referral  
Phone: (717) 786-4468  
Address: 349 Buck Road, Quarryville, PA 17566  
Website: www.caplanc.org |  
| **County Assistance Office**  
*Medical assistance, cash assistance, food stamps, LIHEAP  
Phone: (717) 299-7411  
Address: 832 Manor Street, PO Box 4967, Lancaster, PA 17604  
Website: www.dpw.state.pa.us |  
| **Dr. Yolanda Lawrence**  
Walter Aument Family Health Center, LGH  
Phone: (717) 786-7383  
Address: 317 W Chestnut St, Quarryville, PA 17566 |  
| **Dr. John Schmidt**  
Phone: (717) 464-9430  
Address: 2850 Willow Street Pike, Willow Street, PA 17584 |  
| **Dr. Jeff Trost**  
Stephen G. Diamantoni and Associates  
Phone: (717) 786-1202  
Address: 203 Commerce Dr # G, Quarryville, PA 17566 |  
| **Solanco Neighborhood Ministries**  
*Information and referral, limited financial assistance, emergency fuel assistance  
Phone: (717) 786-4308  
Address: 355 Buck Road, Quarryville, PA 17566  
Website: solanconeighborhoodministries.org  
Contact Person: Teresa Dolan  
Email: tdolan@snministries.org |
**Love, INC**  
*Matches needs for transportation, meals, repairs, etc. with volunteers*  
Phone: (717) 735-7540  
Address: 1925 Wheatland Ave, Lancaster, PA 17603  
Website: [www.loveinc.lancaster.org](http://www.loveinc.lancaster.org)

**United Way of Lancaster County**  
*Non-profit organization that brings people and communities together to improve education, financial stability, and health outcomes in Lancaster County*  
Phone: (717) 394-0731  
Address: 630 Janet Ave, Lancaster, PA 17601  
Contact Person: Andrea Heberlein  
Website: [www.uwlanc.org](http://www.uwlanc.org)

### SUPPORTIVE SERVICES

<table>
<thead>
<tr>
<th>Mental Health</th>
<th>New Hope Community Life Ministry</th>
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<tbody>
<tr>
<td><em>Outpatient counseling</em></td>
<td>Phone: (717) 786-2802</td>
</tr>
<tr>
<td>Address: 248 Maple Avenue, Quarryville, PA 17566</td>
<td>Contact Person: Neil Uniacke</td>
</tr>
<tr>
<td>Website: <a href="http://www.newhopeministry.info">www.newhopeministry.info</a></td>
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<tr>
<th>Mental Health</th>
<th>COBYS Counseling Center</th>
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<tbody>
<tr>
<td><em>Outpatient counseling, counseling groups/classes for children and families</em></td>
<td>Phone: 1-800-452-6517</td>
</tr>
<tr>
<td>Address: 171 East King St, Lancaster PA 17602</td>
<td>Contact Person: Abby Kaiser</td>
</tr>
<tr>
<td>Website: <a href="http://www.cobys.org">www.cobys.org</a></td>
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<thead>
<tr>
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<th>Family Resource and Counseling Center</th>
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<tr>
<td><em>Outpatient counseling and family support</em></td>
<td>Phone: (717) 442-9577</td>
</tr>
<tr>
<td>Address: 835 Houston Run Dr, Gap, PA 17527</td>
<td>Contact Person: Roxanne Holcomb</td>
</tr>
<tr>
<td>Website: <a href="http://www.fracc.org">http://www.fracc.org</a></td>
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<thead>
<tr>
<th>Mental Health</th>
<th>Morning Star Counseling</th>
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<tbody>
<tr>
<td><em>Outpatient counseling</em></td>
<td>Phone: (717) 806-5050</td>
</tr>
<tr>
<td>Address: 201 E, State Street, Suite B, Quarryville PA 17566</td>
<td>Contact Person: Heidi Scott</td>
</tr>
<tr>
<td>Website: <a href="http://www.morningstarllc.org">www.morningstarllc.org</a></td>
<td></td>
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<thead>
<tr>
<th>Mental Health</th>
<th>Life Span Psychological Services</th>
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<tbody>
<tr>
<td><em>Outpatient counseling</em></td>
<td>Phone: (717) 464-1464</td>
</tr>
<tr>
<td>Address: 2819-0 Willow Street Pike, Willow Street, PA 17584</td>
<td>Website: <a href="http://www.lifespanmentalhealth.com">www.lifespanmentalhealth.com</a></td>
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<thead>
<tr>
<th>Mental Health</th>
<th>Weigel Counseling Associates</th>
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<tbody>
<tr>
<td><em>Outpatient counseling</em></td>
<td>Phone: 717-464-1450</td>
</tr>
<tr>
<td>Address: 2421 Willow Street Pike, Willow Street PA 17584</td>
<td>Contact Person: Vic Poirier</td>
</tr>
<tr>
<td>Website: <a href="http://www.weigelcounseling.com">www.weigelcounseling.com</a></td>
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<thead>
<tr>
<th>Mental Health</th>
<th>T.W. Ponessa</th>
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<tbody>
<tr>
<td><em>School-based counseling in Solanco Schools, outpatient in Lancaster</em></td>
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</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
<tr>
<td>Crisis Intervention</td>
<td>* On-site and via telephone safety assessment for homicidal/suicidal behavior</td>
</tr>
<tr>
<td>Drug &amp; Alcohol</td>
<td><strong>The Naaman Center</strong> &lt;br&gt;*Addiction-specific counseling&lt;br&gt;Phone: (888) 243-4316</td>
</tr>
<tr>
<td>Compass Mark</td>
<td>*Prevention/intervention programs that build youth/family efficacy and resiliency&lt;br&gt;Phone: (717) 599-0341&lt;br&gt;630 Janet Ave, Lancaster, PA 17601&lt;br&gt;Contact Person: Carol Kuntz&lt;br&gt;Website: <a href="http://www.compassmark.org">www.compassmark.org</a></td>
</tr>
<tr>
<td>Celebrate Recovery Program</td>
<td>*Support group for those battling chemical/substance abuse&lt;br&gt;Phone: (717) 786-5586&lt;br&gt;Address: 269 Cinder Rd, New Providence, PA 17560&lt;br&gt;Contact Person: Pastor Dwight Lefever&lt;br&gt;Website: <a href="http://www.npcog.com">www.npcog.com</a></td>
</tr>
<tr>
<td>Parenting/Pregnancy</td>
<td><strong>Mothers of Preschoolers</strong> &lt;br&gt;*Support Group for young mothers and mothers-to-be&lt;br&gt;Phone: 717-529-1208&lt;br&gt;Address: Wesley United Methodist Church&lt;br&gt;1104 Kirkwood Pike, Quarryville, PA 17566&lt;br&gt;Contact Persons: Tabitha Hastings, Pastor Chris Lenhart&lt;br&gt;Website: <a href="http://www.wesleyumchurch.com">www.wesleyumchurch.com</a></td>
</tr>
<tr>
<td></td>
<td><strong>Young Mother’s Program</strong> &lt;br&gt;*Support Group for teenage mothers up to 21 years of age&lt;br&gt;Phone: 717-786-7882&lt;br&gt;Address: Wesley United Methodist Church&lt;br&gt;1104 Kirkwood Pike, Quarryville, PA 17566&lt;br&gt;Contact Person: Patti Foley, Pastor Chris Lenhart&lt;br&gt;Website: <a href="http://www.wesleyumchurch.com">www.wesleyumchurch.com</a></td>
</tr>
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<td></td>
<td><strong>WIC (Women, Infants, and Children)</strong> &lt;br&gt;*Supplemental nutrition program for pregnant, postpartum, and breastfeeding mothers, infants, and children up to 5 years&lt;br&gt;Phone: (717) 786-4468&lt;br&gt;Address: 349 Buck Road, Quarryville, PA 17566&lt;br&gt;Website: <a href="http://www.caplanc.org">www.caplanc.org</a></td>
</tr>
</tbody>
</table>

**Healthy Beginnings**
<table>
<thead>
<tr>
<th>Sector</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **Home** | In-home prenatal education, counseling, and classes in childbirth, breastfeeding, nutrition, exercise, and smoking cessation | Walter L. Aument Family Health Center  
Phone: 717-786-7383  
Address: 317 West Chestnut St, Quarryville, PA 17566  
Contact Person: Dr. Yolanda Adams  
Website: [www.lancastergeneralhealth.org](http://www.lancastergeneralhealth.org) |
| **Health** | Lancaster County Children and Youth Agency  
* Child abuse and neglect referrals  
Phone: (717) 299-7925  
Address: 900 E. King St, Lancaster, PA 17602  
Contact Persons:  
Crystal Natan, Executive Director  
Robin Boyer, Director of Intake  
Malinda Hess, Intake Screening Supervisor  
Latoya Harvin, Education/School Liaison  
Kelly Zipp, Director of Family Support |
| **Recreation** | SECA Recreation Center  
*Offering various recreational activities and sports  
Phone: 717-806-0123  
Address: 299 Park Ave, Quarryville, PA 17566  
Contact Person: April Pierson  
Website: [www.secarec.org](http://www.secarec.org) |
| **Youth Ministry** | Solid Rock Youth Ministries  
*Christian programming for youth  
Phone: (717) 786-8007  
Address: 34 E State St, Quarryville, PA 17566  
Contact Person: Raeanne Brouse |
| **Black Rock Retreat Center** | Black Rock Retreat Center  
*Nature and outdoor activities, summer camps  
Phone: (800) 858-9229  
Address: 1345 Kirkwood Pike, Quarryville, PA 17566  
Contact Person: John Shertzer  
Website: [www.blackrockretreat.com](http://www.blackrockretreat.com) |
| **Youth Ministry** | Young Life/Wyld Life  
*Christian programming for youth  
Phone: (419) 340-0290  
Address: PO Box 165, Oxford, PA 19363  
Contact Person: Sarah Rufo  
Website: [www.younglife.org](http://www.younglife.org) |
| **Legal/Law Enforcement** | Lancaster County Court of Common Pleas, Family Court  
Judge Leonard G. Brown III  
Phone: (717) 293-7288  
Address: 50 N Duke St, PO Box 83480, Lancaster, PA 17608 |
<table>
<thead>
<tr>
<th>Contact Person: David Mueller, Director</th>
</tr>
</thead>
</table>
| **Magisterial District Justice Stuart Mylin**  
Phone: (717) 786-7368  
Address: 25 E State St, Quarryville, PA 17566 |
| **Pennsylvania State Police**  
Phone: (717) 299-7650  
Community Resource Officer: Jon Smith |
| **Quarryville Police Chief Ken Work**  
Quarryville Borough  
Phone: (717) 786-2404  
Address: 300 St Catherine St, Quarryville PA 17566 |
| **Miscellaneous** |
| **Lancaster County Academy**  
Phone: (717) 295-2499  
Address: 1202 Park City Center, Lancaster PA 17601  
Contact Person: Diane Tyson, Director |
| **Mechanic Grove Church of the Brethren**  
Phone: (717) 786-2723, (717) 806-2152  
Contact Person: Pastor Misty Wintsch  
Email: pastormisty@mgcb.org |
### Appendix BB: Truancy Prevention Plan Kickoff Checklist

<table>
<thead>
<tr>
<th>X</th>
<th>Implementation Effort</th>
<th>Deadline</th>
<th>Person(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Link TPP publications and appendices on admin MOODLE site</td>
<td>May-June 2014</td>
<td>Monica Miller</td>
</tr>
<tr>
<td></td>
<td>Revise handbooks to reflect updated policies/procedures</td>
<td>June 2014</td>
<td>Principals</td>
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<tr>
<td></td>
<td>Print professional publications: Community Link, banners, posters</td>
<td>June 2014</td>
<td>Facilitated by Director of Communications</td>
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<tr>
<td></td>
<td>Post attendance plan and resources on district/building website(s)</td>
<td>June 2014</td>
<td>Director of Communications</td>
</tr>
<tr>
<td></td>
<td>Review and discuss implementation of TPP and collaborate regarding communication processes at Administrative Council and Principal’s Meetings and by individually scheduled meetings</td>
<td>June 2014</td>
<td>Led by Kay Bandy</td>
</tr>
<tr>
<td></td>
<td>Hang banners at all buildings/on all buses</td>
<td>July 2014</td>
<td>Director of Communications/Buildings and Grounds/Director of Transportation</td>
</tr>
<tr>
<td></td>
<td>Distribute posters to local businesses/agencies</td>
<td>July-Aug 2014</td>
<td>Mike DelPriore/Christina McLaughlin</td>
</tr>
<tr>
<td></td>
<td>Facilitate training for counselors and nurses on TPP procedures and support systems</td>
<td>May 2014, August 2014</td>
<td>Special Services Director/Lead Nurse/Lead Counselor/Christina McLaughlin</td>
</tr>
<tr>
<td></td>
<td>Distribute Community Links and posters to buildings</td>
<td>July 2014</td>
<td>Christina McLaughlin</td>
</tr>
<tr>
<td></td>
<td>Display/make available Community Link in all common areas in schools and District Office</td>
<td>July 2014</td>
<td>Principals/Administrators/Secretaries</td>
</tr>
<tr>
<td></td>
<td>Provide training/information to bus drivers regarding the TPP initiative</td>
<td>August 2014</td>
<td>Christina McLaughlin/Kay Bandy/Mike DelPriore</td>
</tr>
<tr>
<td></td>
<td>Include Community Link in year-start packets to all families at all levels</td>
<td>August 2014</td>
<td>Principals/Secretaries</td>
</tr>
<tr>
<td></td>
<td>Media Blast: Newspapers, website, eSolanco News, App-based news, etc...</td>
<td>August 2014</td>
<td>Director of Secretaries</td>
</tr>
<tr>
<td></td>
<td>Focus on positive attendance at Back to School Nights – use provided power point – deliver consistent and pervasive message</td>
<td>Sept 2014</td>
<td>Principals</td>
</tr>
<tr>
<td></td>
<td>Elementary Buildings: Positive attendance messages sent home in food bags regularly</td>
<td>Ongoing starting 2014</td>
<td>Elementary Principals</td>
</tr>
<tr>
<td></td>
<td>Celebrate ATTENDANCE AWARENESS MONTH in each building- Use <a href="http://www.attendanceworks.org">http://www.attendanceworks.org</a> to plan events, make special announcements, post special signs promoting attendance</td>
<td>Sept 2014</td>
<td>School Counselors/School Nurses</td>
</tr>
<tr>
<td></td>
<td>At least two times per month – make positive announcements from the office supporting attendance (use provided marketing materials)</td>
<td>Starting Sept 2014 – all year</td>
<td>Principals</td>
</tr>
<tr>
<td></td>
<td>End of each MP – publicly reward student(s) for perfect attendance and send perfect attendance letters home (provided)</td>
<td>Ongoing</td>
<td>Principals/ School Counselors</td>
</tr>
<tr>
<td></td>
<td>Organize a Parent/Community Attendance Awareness Meeting (evening)</td>
<td>Oct-Nov 2014</td>
<td>Principals/ School Counselors/School Nurses</td>
</tr>
<tr>
<td></td>
<td>Analyze attendance/achievement data at the building level and discuss findings and trends at Administrative Council Meeting</td>
<td>January 2015</td>
<td>Principals/ Christina McLaughlin</td>
</tr>
<tr>
<td></td>
<td>Show importance of attendance video created by Mr. Mendez &amp; graphics intern (morning announcements/assembly)</td>
<td>January 2015</td>
<td>Provided by Mike DelPriore/Principals facilitate</td>
</tr>
<tr>
<td></td>
<td>Repetition of activities above per month/quarter, replacement of posters as needed, reminders of importance of attendance in assemblies, announcements</td>
<td>Remainder of 2014-15 year</td>
<td>Principals</td>
</tr>
<tr>
<td></td>
<td>Celebrate achievements in attendance by public recognition (perfect attendance, improved attendance, notes home to parents, follow-up on goal setting made in TEP’s)</td>
<td>June 2015</td>
<td>Principals/ School Counselors/School Nurses</td>
</tr>
<tr>
<td></td>
<td>Analyze attendance/achievement data at the building level and discuss findings and trends at Administrative Council Meeting/Administrative Retreat and make changes to TPP as deemed appropriate</td>
<td>June 2015</td>
<td>Principals/Administrators</td>
</tr>
</tbody>
</table>

Be present...make every day count!  ...Respect, Responsibility, Courage, Kindness

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