

WCPSS: School Attendance Intervention Guide – East Garner Magnet Middle School

When	Action Taken	By Whom
<p>Start of School Year WCPSS 4400-A WCPSS 4400.1 WCPSS 4400.-G</p>	<ol style="list-style-type: none"> 1) Review Attendance Standard Treatment Protocol (STP) 2) Per WCPSS 4400-G All schools will develop a plan to improve attendance 	<ol style="list-style-type: none"> 1) Jeannette McNeal, School Social Worker 2) Attendance Committee
<p><u>3 unexcused</u> Verbal, written, electronic §115C-378 §115C-381 WCPSS R&P 4400-E4</p>	<ol style="list-style-type: none"> 1) Verbal and/or written contact with parent (automated parent messenger) 	<ol style="list-style-type: none"> 1) Teacher Student, Student Service Team or requested by Attendance Committee
<p><u>6 unexcused</u> Required Written Notice Interventions §115C-378 §115C-381 WCPSS R&P 4400-E5</p>	<ol style="list-style-type: none"> 1) 6 day-1700 Attendance letter mailed home re: Law Violation §115C-378 2) Analyze causes of absences and key stakeholders 3) Implement a plan for improvement 	<ol style="list-style-type: none"> 1) Sheila Williams, Guidance Tech 2) Attendance Committee 3) Attendance Committee
<p><u>10 unexcused</u> Interventions Required §115C-378 WCPSS R&P 4400-E6</p>	<ol style="list-style-type: none"> 1) Analyze causes and barriers impeding school attendance 2) Implement interventions that attempt to engage key stakeholders such as parents, guardians, and students in being active participants. Utilize solution focused and time-oriented interventions. 3) School plan takes effect. <p><u>Notifications:</u></p> <ol style="list-style-type: none"> 4) Determine that a parent has received 1700 letter re: law violation 5) Mail 10-Day Unexcused letter 6) Mail Attendance Contracts and accompanying documents <p><u>Optional:</u></p> <ol style="list-style-type: none"> 7) District Court Minimum eligibility 10 unexcused absences. Evaluate “Good Faith Effort” in areas such as parent follow through, parent communication with school staff, and level of responsiveness 8) May refer to outside agencies for support such as Haven House 	<ol style="list-style-type: none"> 1) Attendance Committee 2) Attendance Committee 3) Attendance Committee 4-8) School Social Worker <p>➤ TIP - Formally review school attendance improvement contract with stakeholders at predetermined intervals</p> <p>➤ TIP - Drop-Out prevention protocol should be considered by the Attendance Committee for non-compliance issues including establishing attendance patterns. These are high risk indicators for dropping out of school.</p>

<p><u>15 excused & unexcused</u></p> <p>Required letter</p> <p>WCPSS R&P 4400-H §115C-381</p>	<ol style="list-style-type: none"> 1) 15-day Attendance letter sent to parent regarding policy WCPSS 4400 R&P-H 2) Analyze causes and barriers impeding school attendance 3) Implement a plan for improvement that includes WCPSS BOE policy 4) Implement interventions that attempt to engage key stakeholders such as parents, guardians, and students in being active participants. Utilize solution focused and time-oriented interventions. 5) School plan takes effect. 6) Formally review school attendance improvement contract with stakeholders at predetermined intervals, if applicable <p>Optional:</p> <ol style="list-style-type: none"> 7) May assess need to utilize health plan 8) May utilize doctors note letter at this time 	<ol style="list-style-type: none"> 1) Sheila Williams, Guidance Tech 2) Attendance Committee 3) Jeannette McNeal, School Social Worker 4) Attendance Committee 5) School Staff 1) Jeannette McNeal, School Social Worker 2) Kelly Crickmore, Nurse 3) Jeannette McNeal, School Social Worker
<p><u>20 excused & unexcused</u></p> <p>Written notice intervention</p> <p>WCPSS 4400 R&P-H §115C-381</p>	<ol style="list-style-type: none"> 1) Each month the Data Manager will run an Attendance Report showing 20 or more total absences. 2) 20 Day Attendance letter with policy WCPSS 4400 R&P-H sent to parent regarding policy & law violation 3) School plan in effect 	<ol style="list-style-type: none"> 1) Martha Galindo, Data Manager 2) Sheila Williams, Guidance Tech 3) Attendance Committee & School Staff
<p><u>25 excused & unexcused</u></p> <p>Written notice intervention</p> <p>WCPSS 4400 R&P-H §115C-381</p>	<ol style="list-style-type: none"> 1) Each month the Data Manager will run an Attendance Report showing 25 or more total absences. 2) 25 Day Attendance letter with policy WCPSS 4400 R&P-H sent to parent regarding policy & law violation may result in possible retention 3) School plan in effect 	<ol style="list-style-type: none"> 1) Martha Galindo, Data Manager 2) Sheila Williams, Guidance Tech 3) Attendance Committee & School Staff