

WCPSS: School Attendance Intervention Plan – River Bend Middle School

When	Action Taken	By Whom
Start of School Year WCPSS 6000-A WCPSS 6000.1 WCPSS 6000.9	<ol style="list-style-type: none"> 1) Ensure the policy location is available for parents and students- student agenda and WCPSS website (WCPSS 6000-A) 2) Per WCPSS 6000.9 All schools will develop a plan to improve attendance 	<ol style="list-style-type: none"> 1) School Social Worker 2) School Social Worker
<u>3 unexcused</u> Verbal, written, electronic §115C-378 §115C-381 WCPSS 6000 R&P-D	<ol style="list-style-type: none"> 1) Verbal and/or written contact with parent OR automated parent messenger 	<ol style="list-style-type: none"> 1) Homeroom Teacher 2) Teacher Script: <i>"Hi, this is (teacher name), (student)'s homeroom teacher. I'm calling because we have noticed that (student) has missed (#) days of school in the past (#) weeks. We just wanted to check in and make sure everything is okay and see if there is any way we can help support you."</i>
<u>6 unexcused or excused</u> Written Notice Required §115C-378 §115C-381 WCPSS R&P-D	<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 	<ol style="list-style-type: none"> 1) Data Manager, Administrator, School Social Worker 2) Attendance Committee
<u>10 unexcused</u> Interventions Required §115C-378 WCPSS R&P-I WCPSS 6000.8	<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>Notification:</p> <ol style="list-style-type: none"> 4) 10 Unexcused ~ Determine that a parent has received 1700 letter re: law violation <p>District Court Action: Minimum eligibility</p> <ol style="list-style-type: none"> 5) 10 Unexcused absences 6) Evaluate "Good Faith Effort" in areas such as parent follow through, parent communication with school staff, and level of responsiveness 	<ol style="list-style-type: none"> 1) Student Support Staff 2) School Social Worker, 3) School Staff 4-7) School Social Worker <ul style="list-style-type: none"> ➤ May utilize school attendance improvement contract ➤ May refer to outside agencies for support such as Haven House ➤ Periodically review school attendance improvement contract with stakeholders ➤ Drop-Out prevention protocol should be considered for non-compliance issues including establishing attendance patterns. These are high risk indicators for dropping-out of school. School Social Workers, Counselors, Administration need to visit (see Intranet>CaSS> Dropout-to build a plan WCPSS Dropout Prevention handbook)
<u>15 excused & unexcused</u> Required letter WCPSS R&P 6000-H WCPSS 6000.8 §115C-381	<ol style="list-style-type: none"> 1) 15 day Attendance letter sent to parent regarding policy WCPSS 6000 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. 	<ol style="list-style-type: none"> 1) Data Manager 2) Attendance Committee 3) School Social Worker 4) Student Services Team 5) School Staff <ul style="list-style-type: none"> ➤ Health plan or Doctors note letter may be appropriate at this time