

## WCPSS: School Attendance Intervention Guide Yates Mill Elementary School

When	Action Taken	By Whom
<b>Start of School Year</b> <b>WCPSS 6000.1</b> <b>WCPSS 6000.9</b> <b>WCPSS 6000-A</b>	1) Letter noting location relative to <b>WCPSS 6000-A</b>  2) Per <b>WCPSS 6000.9</b> all schools will develop a plan to improve attendance	1) School Social Worker  2) School Social Worker
<b>3 unexcused</b> Verbal, written, electronic, <b>§115C-378</b> <b>§115C-381</b> <b>WCPSS R&amp;P 6000-D</b>	1) verbal and/or written contact with parent	1) Teacher
<b>6 unexcused</b> Required Written Notice  <b>§115C-378</b> <b>§115C-381</b> <b>WCPSS R&amp;P 6000-D</b>	1) 6 day <b>1700 attendance letter</b> mail home re: Law Violation <b>§115C-378</b>  2) Analyze causes of absences and key stakeholders, and  3) Implement a plan for improvement	1) Data Manager, Social Worker, Principal  2) Student Services Team, Attendance Committee  3) Student Services Team, Attendance Committee
<b>10 unexcused</b>  Required Interventions <b>§115C-378</b>  <b>WCPSS 6000.9</b> <b>WCPSS R&amp;P 6000-H</b>	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.  <u><b>Notification:</b></u> 4) 10 Unexcused ~ Determine that a parent has received 1700 letter re: law violation  <u><b>District Court Action: Minimum eligibility</b></u> 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	1) Attendance Committee/Student Services team 2) Attendance Committee/Student Services team 3) School Staff 4-6) School Social Worker  ➤ May utilize school attendance improvement contract or request medical documentation  ➤ Periodically review school attendance improvement contract with stakeholders

<p><b><u>15 excused &amp; unexcused</u></b></p> <p>Interventions</p> <p><b>§115C-381</b></p>	<ol style="list-style-type: none"> <li>1) Inform parent or guardian</li> <li>2) <b>Letter requiring doctor's note will be sent to students who accumulate 15+ absences and attendance summary</b></li> <li>3) Engage stakeholders to improve attendance</li> <li>4) Evaluate effectiveness of interventions and parent or guardian response to the interventions</li> </ol>	<ol style="list-style-type: none"> <li>1) Attendance Committee</li> <li>2) Attendance Committee</li> <li>3) Attendance Committee</li> <li>4) School Social Worker</li> </ol> <p>➤ Periodically review school attendance improvement contract with stakeholders</p>
<p><b><u>25 excused &amp; unexcused</u></b></p> <p>Required Written Notice</p> <p><b>WCPSS 6000 R&amp;P-H §115C-381</b></p>	<ol style="list-style-type: none"> <li>1) Each nine weeks Data Manager will run an Attendance Report showing 25 or more total absences.</li> <li>2) <b>25 Day Attendance letter</b> with policy <b>WCPSS 6000 R&amp;P-H</b> sent to parent regarding policy &amp; law violation may result in possible retention</li> <li>3) School plan in effect</li> </ol>	<ol style="list-style-type: none"> <li>1) Data Manager</li> <li>2) Data Manager, School Social Worker</li> <li>2) Attendance Committee</li> <li>3) School Staff</li> </ol> <p>➤ May utilize health plan or doctors note letter at this time</p>
<p><b><u>30 excused &amp; unexcused</u></b></p> <p><b>WCPSS 6000.7 WCPSS 6000.10 WCPSS 6000 R&amp;P-G</b></p>	<ol style="list-style-type: none"> <li>1) Attendance committee determines if student should be retained because of absences per Board <b>Policy 6000.7 &amp; WCPSS 6000 R&amp;P-G</b></li> <li>2) Principal can waive decision per <b>WCPSS 6000.10</b></li> </ol>	<ol style="list-style-type: none"> <li>1) Attendance Committee</li> <li>2) Principal</li> </ol>