

Attendance Plan

Wake County Public School System
Counseling & Student Services

WCPSS: School Attendance Intervention Guide EAST GARNER MAGNET MIDDLE SCHOOL

When	Action Taken	By Whom
<p>Start of School Year WCPSS 6000-A WCPSS 6000.1 WCPSS 6000.9</p>	<ol style="list-style-type: none"> 1) Letter noting location relative to WCPSS 6000-A 2) Per WCPSS 6000.9 All schools will develop a plan to improve attendance 	<ol style="list-style-type: none"> 1) Jeannette McNeal, School Social Worker 2) Jeannette McNeal, School Social Worker
<p><u>3 days unexcused/12 unexcused period absences</u> Verbal, written, electronic</p> <p>§115C-378 §115C-381 WCPSS 6000 R&P-D</p>	<ol style="list-style-type: none"> 1) Verbal and/or written contact with parent 2) (automated parent messenger) 	<ol style="list-style-type: none"> 1) Teacher 2) School Messenger
<p><u>6 unexcused days/24 unexcused period absences</u></p> <p>Written Notice Required §115C-378 §115C-381 WCPSS R&P-D</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, and 3) implement a plan for improvement 	<ol style="list-style-type: none"> 1) Danielle Webb, Clerical Assistant, Administrator, Jeannette McNeal, School Social Worker, Administration Intervention Team/Attendance Committee 2) School Staff
<p><u>10 unexcused days/40 excused & unexcused period absences</u></p> <p>Interventions Required</p> <p>§115C-378 WCPSS R&P-I WCPSS 6000.8</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 as active participants. Utilize solution focused and time oriented interventions. 3) School plan takes effect. <p><u>Notification:</u></p> <ol style="list-style-type: none"> 4) 10 Unexcused ~ Determine that a parent has received 1700 letter re: law violation <p><u>District Court Action: Minimum eligibility</u></p> <ol style="list-style-type: none"> 5) 10 Unexcused absences 6) Evaluate “Good Faith Effort” in areas such as parent follow through, parent 	<ol style="list-style-type: none"> 1) Student Support Staff/Administration Intervention Team 2) Jeannette McNeal, School Social Worker, 3) School Staff 4-7) Jeannette McNeal, 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

	<p>communication with school staff, and level of responsiveness</p>	<p>Social Workers, Counselors, Administration need to visit (see Intranet>CASS> Dropout-to build a plan WCPSS Dropout Prevention handbook)</p>
<p><u>15 excused & unexcused days/60 excused & unexcused period absences</u></p> <p>Required letter</p> <p>WCPSS R&P 6000-H WCPSS 6000.8 §115C-381</p>	<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 as active participants. Utilize solution focused and time oriented interventions. 5) School plan takes effect. 	<ol style="list-style-type: none"> 1) Danielle Webb, Clerical Assistant 2) Administration Intervention Team/Attendance Committee 3) Jeannette McNeal, School Social Worker 4) Student Services Team 5) School Staff <p>➤ Health plan or Doctors note letter may be appropriate at this time</p>
<p><u>20 excused & unexcused days/80 excused & unexcused period absences</u></p> <p>WCPSS 6000.8 WCPSS 6000.10 WCPSS 6000 R&P-K</p>	<ol style="list-style-type: none"> 1) School plan in effect 2) Attendance committee determines if student should be retained because of absences per Board Policy. 3) Principal can waive decision per WCPSS 6000-K & WCPSS 6000.10 	<ol style="list-style-type: none"> 1) Student Services Team 2) Administration Intervention Team/Attendance Committee 3) Elena Ashburn, Principal

