

# Forest Pines Elementary School Attendance Plan

*Last Revision October 2017*

When	Action Taken	By Whom
<p><b>Start of School Year</b>  <b>WCPSS 6000.1</b>  <b>WCPSS 6000.9</b>  <b>WCPSS 6000-A</b></p>	<p>1) Letter noting location relative to  <b>WCPSS 6000-A</b>  <a href="http://webarchive.wcpss.net/policyfiles/services/policies/6000-bp.html">http://webarchive.wcpss.net/policyfiles/services/policies/6000-bp.html</a>                  2) Per <b>WCPSS 6000.9</b> All schools will develop a plan to improve attendance</p>	<p>1) School Social Worker                  2) School Social Worker</p>
<p><b>3 unexcused</b>                      Verbal, written, electronic  <b>§115C-378</b>      <b>§115C-381</b>  <b>WCPSS R&amp;P 6000-D</b></p>	<p>1. <b>3 day attendance letter</b> sent home with statement <b>policy 6000.3</b>  <b>OR</b>                  2. verbal and/or written contact with parent (automated parent messenger)</p>	<p>1) Data Manager                  2) Teacher call</p>
<p><b>6 unexcused</b>                      Required                      Written Notice  <b>§115C-378</b>  <b>§115C-381</b>  <b>WCPSS R&amp;P 6000-D</b></p>	<p>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</p>	<p>1) Data Manager, Social Worker, Principal                  2) School PLTs &amp; Attendance Committee                  3) School PLTs</p>
<p><b>10 unexcused</b>                      Required                      Interventions  <b>§115C-378</b>    <b>WCPSS 6000.9</b>  <b>WCPSS R&amp;P 6000-H</b></p>	<p>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.  <b>Notification:</b>                  4) 10 Unexcused ~ Determine that a parent has received 1700 letter re: law violation  <b>District Court Action: Minimum eligibility</b>                  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</p>	<p>1) School PLTs                  2) School PLTs                  3) School Staff                  4-6) School Social Worker</p> <p>➤ May utilize school attendance improvement contract or request medical documentation                  ➤ May refer to outside agencies for support                  ➤ Periodically review school attendance improvement contract with stakeholders</p>
<p><b>15 excused &amp; unexcused</b>                        Interventions  <b>§115C-381</b></p>	<p>1) Inform parent or guardian                  2) <b>15 day Elementary attendance letter</b> should be sent home along with attendance summary                  3) Engage stakeholders to improve attendance                  4) Evaluate effectiveness of interventions and parent or guardian response to the interventions</p>	<p>1) Attendance Committee                  2) Attendance Committee                  3) School Social Worker                  4) School Nurse</p> <p>➤ 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.                  ➤ May utilize health plan or doctors note letter at this time</p>

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<p><b><u>25 excused &amp; unexcused</u></b> Required Written Notice  <b>WCPSS 6000 R&amp;P-H §115C-381</b></p>	<ol style="list-style-type: none"> <li>1) Each month 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>3) Attendance Committee</li> <li>4) School Nurse</li> <li>5) 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>  <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>

### Tardies and early check-out letters

If a student is tardy and/or checked-out early 10 or more times, a formal letter will be sent home to parents. If a student is tardy and/or checked-out early 20 or more times, a formal letter will be sent home to the parents and a parent conference (phone or face-to-face) will be scheduled. The attendance committee will run a tardy and early check-out report bi-monthly. School social worker will contact parent to discuss tardy/check-out concerns if the attendance committee deems it necessary. Letters will be placed in teachers' boxes to be sent home with students.

### Explanation of absences due to educational opportunities

Seven (7) types of valid absences are established by the rules and regulations set forth by the State Board of Education. Two of those types are absences resulting from religious observances and educational opportunities of a significant nature. The Wake County Board of Education Policy 6000 requires advanced permission for excused absences for educational purposes. The principal should deny the request if the cumulative effect of such absences would substantially interfere with the education of the student. If the principal does not approve this request, you will be promptly notified.

For an excused absence for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. The signing of this form documents that this absence is for valid educational purposes.

### Helpful Hints for Teachers:

- If a parent sends in an excused absence note via e-mail, please print this note out and keep for your records.
- If you know that a parent is planning for a student to be absent for an educational opportunity please refer them to the principal, who is the only person that can make this determination.
- Parents are now required to use Ident-a-Kid to check students in and out.
- Please provide parents with a copy of the excused absence note template if there is concern that the parent is unsure of what to include on an excused absence note.
- Keep a file of all excused absence notes from students to be turned in at the end of each month to the data manager once cross-check is completed.