

WEST CARROLL PROACTIVE ATTENDANCE POLICY

Each school principal shall designate “a person in charge of attendance” at his/her school site. That person will vigorously collaborate with the Supervisor of Attendance to increase attendance at his/her school site. The school site designee and the Supervisor of Attendance will check the JPAMS Attendance Report weekly and take a proactive approach to decreasing absenteeism.

GRADES K-8

- Five days absent** 1) Absentee letter will be forwarded to parent/guardian.
- Ten days absent** 1) Student will be contacted by the Supervisor of Child Welfare and Attendance.
2) Parents will be contacted by the Supervisor of Child Welfare and Attendance by telephone, personal visit, or certified letter.
- Fourteen days absent** 1) Parents will be contacted by the Supervisor of Child Welfare and Attendance. Parents will have two calendar weeks to provide valid reasons for absences. The student will not be considered for promotion. Appropriate law enforcement agencies will be contacted, and legal proceedings will be initiated.

GRADES 9-12 (Per Semester)

- Three days absent** 1) Absentee letter will be forwarded to parent/guardians.
- Five days absent** 1) Student will be contacted by the Supervisor of Child Welfare and Attendance.
2) Parent will be contacted by the Supervisor of Child Welfare and Attendance by telephone, personal visit, or certified letter.
- Seven days absent** 1) Parents will be contacted by the Supervisor of Child Welfare and Attendance. Parents will have two calendar weeks to provide valid reasons for absences. The student will not be considered for promotion. Appropriate law enforcement agencies will be contacted, and legal proceedings will be initiated.

For any questions or extenuating circumstances, the student’s parents or legal guardian must contact the Supervisor of Child Welfare and Attendance, Mr. Elms @ 428-2378 ext. 225.

10-06-10