


STUDENT ATTENDANCE PROTOCOL

	BY THE END OF SEP	BY THE END OF OCT	BY THE END OF NOV	BY THE END OF DEC	BY THE END OF JAN	BY THE END OF FEB	BY THE END OF MAR	BY THE END OF APR	BY THE END OF MAY
TIER 1 ATTENDANCE (ABSENT ≤ 5%) "EXCELLENT"	≤ 1	≤ 2	≤ 3	≤ 4	≤ 5	≤ 6	≤ 7	≤ 8	≤ 9
TIER 2 ATTENDANCE (ABSENT 5%-10%) "ON RADAR"	2-3	3-5	4-7	5-8	6-10	7-12	8-14	9-16	10-18
TIER 3 ATTENDANCE (ABSENT ≥ 10%) "CHRONIC"	≥ 4	≥ 6	≥ 8	≥ 9	≥ 11	≥ 13	≥ 15	≥ 17	≥ 19

ABSENCES + INTERVENTION

Families of a student with "Tier 3 Chronic Attendance" will be notified at the beginning each month

20 absences = Begin "Extra Work Time" as needed*

25 absences = Dean of Students emails family to review attendance action plan, possible ISD referral*

30 absences = Dean of Students emails family to review attendance action plan, possible ISD referral*

* if 2nd-8th grade teacher presents educational concern and/or there has been a history of absenteeism
NOTE: Dean will Cc teacher(s) and secretary on ALL email notifications

TARDIES (arrival after 8:35 AM) + INTERVENTION

20 tardies = Teacher notifies Dean, then Dean emails family

25 tardies = Teacher notifies Dean, then Dean emails family, begin "Extra Work Time" as needed*

30 tardies = Teacher notifies Dean, then Dean emails family, reviews attendance action plan*

35 tardies = Teacher notifies Dean, then Dean emails family, reviews attendance action plan*

* if 2nd-8th grade teacher presents educational concern and/or there has been a history of absenteeism
NOTE: Dean will Cc teacher(s) and secretary on ALL email notifications

"Extra Work Time" instead of non-core content (for example: no outdoor ed, no all school sing, no electives, no committees)
NOTE: A 2nd-8th grade student with ≥ 30 absences will not attend "end of the year" field trips