


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

10 absences = email notification

14 absences = email notification, phone call with Dean to establish attendance action plan*

18 absences = email notification, begin Wednesday Workshop and Extra Work Time (2nd-8th)

22 absences = email notification, mandatory meeting with Dean, review action plan, ISD referral*

26 absences = email notification, mandatory meeting with Dean and Director (discuss options)

* if 1st-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

10 tardies = email notification

14 tardies = email notification, phone call with Dean to establish attendance action plan*

18 tardies = email notification, Extra Work Time (2nd-8th)

22 tardies = email notification, phone call with Dean and review attendance action plan*

26 tardies = email notification, mandatory meeting with Dean and Director (discuss options)

* if 1st-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

"Weekly Wednesday Workshop" with Dean of Students (2nd-8th, 3:30-4:30 PM)

"Extra Work Time" instead of non-core content (for example: no outdoor ed, no all school sing, no electives, no committees)