

# White County School System

## Attendance Procedures—Grades K—12

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s)/guardian(s). While the following procedures indicate the required contacts on behalf of the school, the Principal or his/her designee may at his/her discretion, contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern.

- ◆ At the beginning of the school year, a letter from the principal and a copy of the attendance procedures shall be sent home with each student for parent to sign and return.
- ◆ When a student is absent from school (excused or unexcused), the school will contact the parent(s)/guardian(s) by phone.
- ◆ When a student has 5 unexcused absences, the school will contact the parent/guardian by letter to notify them of the law, attendance procedures, and possible consequences and penalties of absences. As the law instructs, after 2 reasonable attempts have been made to contact the parent/guardian with no response, a letter will be sent via certified return receipt mail. The school will keep documentation of attempts and contacts.
- ◆ When a student has 7 unexcused absences, an Attendance Support Team (AST) meeting may be requested. An AST meeting will be held at the discretion of the principal and will involve at least one school personnel and the school social worker. The parent(s)/guardian(s) and student (ages 10 and older) may be asked to sign an attendance contract.
- ◆ The school and the school social worker will continue to monitor the student's attendance. When the student reaches 10 or more unexcused absences, the school social worker may file a complaint with the appropriate court after discussion with the principal.
- ◆ Prior to a truancy referral to the appropriate court, the parent/guardian will be notified by the school social worker by certified mail.

### Additional consequences for Grades 9-12:

When a student has 8 absences (excused or unexcused) in one semester in a course that is on the block schedule, then credit for the class may be denied. The student may have to repeat the course.

I HAVE READ THE ABOVE AND RECEIVED A COPY OF THESE PROCEDURES AT THE ENROLLMENT OF THE STUDENT.

Student's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Copied and given to parent on: \_\_\_\_\_ By: \_\_\_\_\_