

Attendance Plan

Subject of Policy:

Date of 1st Reading: _____

Date of 2nd Reading: _____

Developing Good Attendance Habits

We want our students to be here each and every day. Simply stated, our students can't learn if they aren't in school. It is the goal of our faculty and staff to remove any and all barriers that may prohibit our students from coming to school.

Our first order of business is to establish a climate that supports students in their attendance. Our plan includes the following acknowledgement system to recognize students with good attendance throughout the school year:

Special Events and Awards

- PGES students and staff participate in the September Statewide High Attendance Day. PGES PTO will provide an incentive for individual students who are present on that day.
- Each month various incentives are offered to both individuals and classes. The PBIS team will coordinate incentives to recognize classrooms with perfect attendance.
- Students maintaining perfect attendance for the year are recognized during Awards Day with a certificate and then invited to a Perfect Attendance Luncheon, sponsored by PTO on the last day of school. Students attending this luncheon have the chance to win a bicycle, provided by PTO.
- Individual teachers offer attendance incentives within their classrooms.
- Ms. LaPierre, Attendance Clerk, will coordinate "Power Up with Perfect Attendance": Class names are hung on the hallway bulletin board daily when individual classes have 100% attendance. One class with the most perfect attendance days monthly will be recognized during our monthly SPLASH Celebrations and receive a flag to keep in their room and carry when traveling in the hallway and a class treat.
- During SPLASH Celebrations, one primary and one intermediate student are recognized as "Perfect Attendance Heroes" recipients for being perfect attendance leaders. Each winner will be presented with a prize purchased through the PTO.

Attendance Procedures

PGE faculty and staff make students aware that school attendance is important and that they are an important member of the classroom community. The following procedures will be followed when a student is absent:

- PGES keeps track of absences and tardies and the attendance clerk submits a report to Central Office at the appropriate time according to attendance policy.
- Teachers record attendance through Infinite Campus.
- All absences and tardies require **written** excuse notes.
- There is a limit of **six parent notes each school year**. All absences beyond those six days must have a note from a health care professional or other official documentation.
- Ms. LaPierre, PGE Attendance Clerk, will call daily to check on absentees.
- Teachers will speak with individual students upon return and state that student was missed. Teachers will explain to students how much they miss out on when they are absent.

Excessive Absences/Tardies

- Students who had poor attendance during the previous year will be identified and will meet as a group with Ms. Barnett, Counselor to discuss why good attendance is important. Ms. Barnett will also serve as a mentor to encourage these students to come to school. These groups will meet weekly...
- After the sixth absence **excused** with a note from the parent, official notes (doctor, dentist, judge, etc.) will be required for excused absence. Persistent and at-risk students will be referred to the Ms. Corbin for follow-up conferences. The counselor may refer students to the District Social Worker or

the District Health Coordinator for consultation to determine what services may alleviate barriers that are contributing to the student's truancy.

- **In response to the three (3) unexcused absences/tardies:**
 - Parent/guardians shall receive formal notification in the form of a letter from the school of the student's status as being truant as defined by Kentucky Revised Statute.
 - A referral of the student to Ms. Barnett and a District Social Worker will also be made. This shall result in a personal contact with parent/guardian that will include a home visit to determine the nature of the absences.
 - **Student will be suspended from extracurricular activities for 2 weeks.**
- In response to four (4) unexcused absences:
 - Ms. Whicker, Principal, will contact parent/guardian to address the nature of the absences/truancy.
 - Student will be required to stay after school to make up the lost instructional time from the unexcused absence. If transportation cannot be provided, students may make up the lost instructional time during other instructional times throughout the day when core instruction will not be missed.
 - **Student will be dismissed from extracurricular activities for the remainder of the year.**
- In response to the sixth (6) unexcused absences, Ms. Whicker shall make a referral to the DPP Director who shall notify the parent/guardian of possible Educational Neglect proceedings.

Date Adopted: _____ Chairperson Signature _____