

Attendance Plan

1. Every Tuesday, Ms. Lyons will pull the Attendance Report from FOCUS. Once a letter has been generated for 5 unexcused absences, Ms. Lyons will call family to schedule 5-Day meeting for upcoming Thursday or the following Tuesday. That meeting will include Mr. Policastro and Ms. Lyons. We will have family sign Attendance Agreement and Code of Conduct at the meeting. (The point of calling families is to take a proactive approach and inform families BEFORE they receive a letter). (We will also look at reassignments if applicable)
2. Ms. Lyons and Mr. Policastro will continue to monitor Attendance and continue communication with families to prevent further absences and provide support as needed.
3. If a 10-Day meeting letter is generated, the school attendance team will meet to discuss student attendance and how to proceed. A formal 10-Day meeting with State Attorney needs to be requested, so primarily for severe chronic absenteeism (examples: lack of parent communication, excessive repeated absences with no reason, lack of documentation to excuse absence, frequent vacations etc.)
4. In addition to the plan, if a student has excessive excused absences (10% or more), we will reach out to the family to discuss attendance. We will schedule a meeting with parents and ask them to sign an Attendance Agreement. We will also request documentation moving forward to excuse further absences.