

\*\*\*\*\*Attendance Policy and Procedures 2022-2023 SY\*\*\*\*\*

**Parent/Guardian Signature Form**

Parent/guardians are to report student absences by calling the school by 9:00 a.m.

**The Johnson City Schools will be implementing the following Progressive Truancy Plan for the 2022-2023 school year.**

**Truancy Violations:**

**Tier 1: System-wide Preventative Action:**

1. A copy of the system wide calendar is sent home at the beginning of the school year.
2. The attendance policy is placed in the Student Code of Conduct and School Handbooks.
3. "Pay Attention to Attendance" flyer is sent home with every student at the beginning of the school year.
4. Letters are sent to every student who missed 10+ days during the previous school year.
5. At every absence, an automated call/text or email is delivered to the student's primary contact number.

**Tier 2: Completed at the individual schools:**

Violation: The student has acquired **five unexcused absences**.

1. A conference is held with the student and parent/guardian.
2. The student, parent/guardian and an attendance supervisor designee will sign an Attendance Contract. The Attendance Contract will include:
  - a. A specific description of the school's attendance expectations for the student.
  - b. The period for which the contract is in effect.
  - c. The consequences for additional absences and alleged school offenses. This may include any disciplinary action and could result in a referral to Juvenile Court.
3. Regularly scheduled follow-up meetings, which may be with the student and the parent/guardian to discuss the student's progress.
4. An individualized assessment by a school employee of the reasons a student has been absent from school. The employee may refer a student to counseling, community based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.

**Tier 3: Completed at Central Office:**

Violation: The student has acquired **ten unexcused absences**.

1. Truancy Board will review the case with the family and make the appropriate referrals to community based services, such as: counseling, parenting classes, in-home services, etc.
2. The case is reviewed with the family every 30 days until the end of the contract.

**If the student has further unexcused absences or fails to comply with the contract after progressing to Tier 3, or if the parent/student refuses to participate in any part of the plan a petition is filed with Juvenile Court.**

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\*\*A student must be in school for 3 hours and 31 minutes to be considered present for the day.

\*\*If the student is sick please call the office by 9:00 a.m. so the absence will be recorded as a **sick day**. Please **send a written note when the student returns the next day. Upon receipt of 5 written parent/guardian notes, a doctor statement is required.**

\*\*A child is allowed **3 parent request days per school year**. A note must be approved by the principal prior to these days being taken.

\*\*When a student returns to school after any absence, **a note from the parent/guardian or the student's physician is required.**

\*\*Johnson City School Board Policy 6.200 states "Upon recommendation of the principal, students in grades K-8 who are absent more than 20 days will not be promoted to the next grade. All absences, excused or unexcused, are counted in the maximum number of days that may be missed during a session or school year."