

# Barfield Elementary School

350 Veterans Parkway  
Murfreesboro, Tennessee 37128  
Phone: (615) 904-3810  
Fax: (615) 904-3811

Judy T Goodwin  
Principal

Chris Lafferty  
Assistant Principal

## 2018-19 Attendance Intervention Plan to Reduce Chronic Absenteeism

### Incentives:

- **Daily recognition** will be given on morning TV announcements for highest grade level percent present.
- At the end of each 9 wks. period, the **grade level** with highest number of attendance points earned will be **recognized and rewarded** (i.e. free ice cream, extra recess).
- Students who achieve **Perfect Attendance** will be recognized with **Mrs. Goodwin's Good Job Cards** each 9-wks. period.
- At **Academic Awards Night**, students who earned **Perfect Attendance** for the entire year will be recognized and receive a certificate.

### Preliminary Interventions:

- After **three (3) excused or unexcused absences**, Attendance Clerk will have contact with the parent/guardian to inquire about the reason for the absences.
- After **three (3) unexcused** absences, School Counselor will contact the parent/guardian. Contact with parent will be recorded in iNOW (TN Dept. of Education student database).

### Tier I Interventions:

- After **5 or more unexcused absences**, parent/guardian will be sent a **Truancy Letter**.
- An **Attendance Contract** will be drawn up by the **School Counselor** following a **conference with the student/parent/guardian** and will be monitored weekly for progress toward goals by the **Principal**.
- Students with disabilities (Sp.Ed. or 504) will have plans reviewed to determine if the absences are a manifestation of the student's disability.

### Tier II Interventions:

- If there is a **lack of parent involvement** in reducing absences and absences continue, after **10 unexcused absences**, a **10-day Truancy Letter** will be sent and an **Individualized Assessment** will be completed.
- **Home visits** by the **School Counselor with the SRO and/or Truancy Officer** (as needed).
- Referrals to **community resources** may be provided.

### Tier III Interventions:

- If there is a **lack of parent involvement** in reducing absences and absences continue, after **15 unexcused absences**, a **15-day Truancy Letter** will be sent.
- **Home visit** will take place.
- **Truancy Officer** will be notified to **file court petition** resulting in a Criminal Summons.