

Holloway High School Mission:



"To graduate productive citizens with the potential to pursue their desired career path."

HOLLOWAY HIGH SCHOOL

CHRONIC ABSENTEEISM AND PROGRESSIVE TRUANCY INTERVENTION PROCEDURES

Holloway High School will be using the following procedures to address chronic absenteeism and truancy. Failure to comply with the tiers listed below will result in the filing of a petition and/or criminal summons in the local court with jurisdiction.

If you have questions about our chronic absenteeism or progressive truancy intervention procedures, please contact Mrs. Sumatra Drayton at 615-890-6004 or draytons@rcschools.net.

1. **Chronically Absent Students**

- a. A student is considered chronically absent if the student misses 10% or more of school days for any reason, whether excused or unexcused. Excessive absences from school represent lost instructional time for a student.
- b. Because of the educational impact of chronic absenteeism, the following procedures will apply for all absences: **See Tiers Below.**

2. **Tier I**

Parent/guardian contact is made each morning students are absent via a phone call by the school's attendance officer Ms. Larsen or the school secretary Ms. Torres.

- i. For students with disabilities, an IEP/504 team review may be required to determine if the absences are a manifestation of the student's disability and whether accommodations are needed to address the issue.
- ii. If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.

3. **Tier II**

If a student accumulates additional unexcused absences after completion of the Tier I contract, the student will be subject to Tier II.

- i. Parents/guardians of students who have accumulated 3 excused or unexcused absences will receive a phone call from HHS administration to discuss the absences and chronic absenteeism and the student will also conference with the Dean of Students.
- ii. If the student fails to comply and/or parent/guardian is not able to be reached in regard to the Tier II assessment, the student will be automatically subject to Tier III.

4. **Tier III**

- a. If a student accumulates additional unexcused absences following the Tier II assessment, the student will be subject to the following Tier III intervention procedures:
 - i. If a student accumulates 5 unexcused absences, the student will be required to meet with an attendance committee and may be subject to a written agreement regarding attendance.
 - ii. At the discretion of the Principal, the student will lose final exam exemption and driving privileges if the student has accumulated more than 10 unexcused absences.
 - iii. HHS administration may have follow-up meetings with the student including home visits on an as-needed basis.
- b. If Tier III interventions are unsuccessful, it may result in the filing of a petition and/or criminal summons in the local court with jurisdiction.

5. **Written Notice of Absenteeism for Truancy Interventions**

Notification: Once a student has accumulated 5 unexcused absences, HHS will immediately mail a letter to the parent/guardian or legal custodian.

HOLLOWAY HIGH SCHOOL ATTENDANCE INCENTIVE PROGRAM

To encourage HHS students with their attendance, a school-wide attendance reward system has been implemented. **To be eligible, the student must be present each day, for the entire school week, for all 4 periods.** Students will earn a choice of four rewards for redemption the following week. The following rewards are good for one:

- 1) Incentive Ticket
- 2) Dress Code Pass
- 3) Order In (Take – Out)
- 4) Double Lunch Period

*** The attendance officer will publish a report every Monday morning with the list of eligible students. All rewards will expire at the end of the month issued.**