

## Liberty Attendance Process – SY 14-15

### Daily Attendance Tasks

- Collect binders from teachers (Oliver)
- Input attendance into SMS (Oliver)
- Update tracking sheet(s) (Manko, Klein)
- Call parents of absent students (Oliver)
- Create list of homerooms with perfect attendance (Oliver)
- Maintain intervention binder with phone call log and letters (Oliver, Miller, Klein, Manko)

### Attendance Interventions

- After 3 absences:**
  - Send Letter 1 (Klein)
  - Call parents (Klein, Miller, Manko, Experience Corps)
- After 5 absences:**
  - Send Letter 2 (Klein)
  - Call parents (Klein, Miller, Manko)
- After 7 absences:**
  - Refer to SST (Klein, Manko, Miller)
  - Hold and attend SST meetings (Miller, Klein, Manko)
- Specific Circumstances:**
  - Home Visits for students with 3+ consecutive absences, especially if they receive services (Miller, Klein)
  - Home and Hospital Referrals, when necessary (Health Suite, Miller)

### Truancy Actions

- After 15 absences:**
  - Truancy Referral (Miller)
  - Attend court, when necessary (Miller)

### Incentives/Rewards

- Current**
  - Monthly perfect attendance awards (Klein)
  - Quarterly AttenDANCE
- Ideas**
  - Monthly attendance report in parent/staff newsletter
  - Circulate list of good/perfect attendance to staff?

#### Team:

- Joe Manko (Principal)
- Robin Oliver (Secretary)
- Amanda Klein (Community School Coordinator)
- Crystal Miller (Social Worker)