

# Jasper Middle School

601 Elm Avenue

Jasper, TN 37347

423-942-6251 phone

423-942-0141 fax



Ramona McEntyre, Principal  
Amanda Crisp, Assistant Principal

Amanda Newson, Secretary  
Sandra Ireland, Bookkeeper

Jasper Middle School Families,

Beginning Monday, August 19, we will be implementing our attendance policy set forth by the Marion County Board of Education. Please review the attendance policy and make yourself familiar with it.

We realize some absences are unavoidable due to health problems, or other circumstances, but we also know when students miss too much school – regardless of the reason – it can cause them to fall behind academically.

Please ensure that your child attends school every day and arrives on time. Students must be signed in at the office by a parent if arriving after 7:50. Parents are accountable for attendance issues which could result in truancy review board.

If you have any questions or need more information regarding the attendance policy, please contact me at (423) 942-6251.

- \* All excuses must be turned in within 3 days of student returning to school.
- \* Late check-ins and early check-outs are considered tardies.
- \* Students who check-in late will eat lunch in the office.
- \* Five tardies will accumulate into one day absent.
- \* More than five parent notes for personal illness per eighteen week session shall require a doctor or dentist note.
- \* Absolutely no absence will be excused without a doctor's note.
- \* Parent notes may be sent by e-mail ([jmsoffice@mctns.net](mailto:jmsoffice@mctns.net)) or fax ((423) 942-0141) and should include student's name, current date, date of absence, reason for absence, working phone number, and parent/guardian signature.
- \*Parent notes do not automatically "excuse" the absence.

Thank you in advance for your cooperation in your child being academically successful.

*Amanda Crisp*

Amanda Crisp  
Assistant Principal



## Progressive Truancy Intervention Plan

### Tier I

**Three (3) unexcused absences:** Letter from Marion County Schools Attendance Office notifying parent(s)/guardian(s) that the student has 3 unexcused days on record at school. Letters will be mailed from student school by school building attendance personnel.

### Tier II

**Four (4) unexcused absences:** Internal meeting at the school with the following components:

- A. A conference with the student and the student's parent or guardian: Those to be in attendance will be county wide social worker or Director of Attendance, assistant principal or principal, and school counselor.
- B. A resulting attendance contract to be signed by the student; the student's parent or guardian, and principal/assistant principal and school counselor.
  1. A description of the expectation for the student's attendance
  2. The period for which the contract will be in effective, not to exceed 90 school days
- C. An individualized assessment by a school employee of the reasons a student has been absent from school. This assessment may result in a referral to counseling, community-based services or other services to address the student's attendance problems.
- D. At least one follow-up meeting (can be done in person or by phone) to be scheduled (Must be documented by school or County-wide attendance office.
- E. For students with disabilities, an IEP/504 team review should determine if the absences are a manifestation of the student's disability and, if so, are there accommodations in place to address the issue.

### Tier III

**Five (5) unexcused absences:** A letter from the Marion County Attendance Office making families aware of absences, along with the compulsory attendance law and Progressive Truancy Intervention

### Tier IV

**Six (6) unexcused absences:** External Truancy Board (made up of mental health and case management agencies, Juvenile Court Representative, Marion County District Attendance Office personnel, school assistant principal, school counselor, and School Resource Officer)

- a.) The external truancy board will decide if students need additional intervention or service placed in the home. The external truancy board will decide if a petition/criminal summons need to be filed.

\*\*\*\* If doctors, dentist, of other medical professional notes appear to be excessive ten (10) days, this will result in referral of the student to the Truancy Review Board for further review. Because there are scheduled breaks throughout the year, i.e. fall break, Thanksgiving break, Christmas break, and spring break. **Family vacations and skip days will not be excused.**