

**Attendance Protocol**

- Attendance reports will be pulled at least once per week and reviewed by administration
- Students with 8 or more absences will receive a call home from administration
- On the 10th absence, parent meeting to be setup with administration.
- After the 11th absence, district office begins involvement for truancy.

**Tardy Protocol**

- 1st Tardy Letter sent on 5th tardy
- 2nd Tardy Letter sent on 7th tardy
- NO 3rd Tardy Letter generated automatically in Synergy

**Calling home:**

- Record information in Synergy under “parent contact”
- Tribe students: inform Scott Smyth
- Keep Jen Yekel(DHS) in the loop regarding possible students who need support

Absence	All absences will receive a robo call at 10:00 and 2:00 for absent students.
1-2	Robo call home
3	Call from Attendance Advocate or other designated person
4	Call from Attendance Advocate or other designated person
5	<b><u>FIRST LETTER</u></b> is sent home to parents, a friendly letter notifying parents the importance of school.
6	Call from Attendance Advocate or other designated person
7	<b><u>SECOND LETTER</u></b>
8-9	Call from administration
10	<b><u>THIRD LETTER</u></b> sent home to parents with contact from school office setting up an attendance meeting with Principal.
11+	<b><u>FOURTH LETTER</u></b> . Sent from DO (Brenda Graham) and is hand delivered by an officer. In 2-3 days, Brenda will contact the school to see if student has returned to school. If they have not, the family/student is referred to Truancy Court. District will work with truancy court, these absences need to be tracked closely.