

Jackson County Schools  
Chronically Out-of-School Plan

Chronically Out-of-School-

Students who are absent (excused or unexcused) more than 10% of the year (i.e. 2 days per month or 18 days per year).

\*Absence-

1. Not at school for more than ½ day: Signing out before 11:16 a.m. or not signing in before 11:16 a.m. for the school day.

\*Not an Absence-

1. Students meeting the Compulsory Attendance Policy exemptions outlined in TSBA 4.100
2. Students who are on a field trip.
3. Students who are present more than ½ day.

Chronically Out-of-School Intervention Plan

Students will be categorized into three tiers. Interventions to address each tier will be carried out by the designated person(s) responsible. Interventions for Tier 3 will include all prior interventions in addition to those listed for Tier 3. Interventions for Tier 2 will include all prior interventions in addition to those listed for Tier 2.

In addition to these interventions, policies and procedures related to Truancy (unexcused absences only) will be followed.

1. Tier 1 Students- All Students
2. Tier 2 Students- Students who are on-track to become chronically absent (i.e. students who have missed an average of 2 days per month at any point in the year); Students who have already missed 10%, or 18 days, of the prior or current school year.
3. Tier 3 Students- Students who are on-track to being absent 20% of the year (i.e. students who miss an average of 4 days or more per month at any point in the year); Students who have already missed 20%, or 36 days, of the prior or current school year.

*\*Absence and Not an Absence* are defined in this document only as they relate to what determines absenteeism for the day. Students will still be counted absent for the classes/periods missed even if they are not counted absent for the day.

*Additional information regarding missed work and other procedures related to attendance can be found in handbooks for each school.*

### Chronically Out-of-School Intervention Plan

LEVEL	INTERVENTION	PERSON RESPONSIBLE
TIER 1	<ul style="list-style-type: none"> <li>● Clarify expectations for attendance to students and parents.</li> <li>● Phone call from office each time a student is on the absentee.</li> <li>● Monitor and report attendance data</li> <li>● Recognize good and improved attendance</li> </ul>	<ul style="list-style-type: none"> <li>● Administrators, teachers, staff</li> <li>● School attendance clerk/secretary</li> <li>● Attendance Clerk</li> <li>● Administration, teachers</li> </ul>
TIER 2	<ul style="list-style-type: none"> <li>● Personalized outreach from school</li> <li>● Required parent meeting at school or home visit to develop an attendance plan; offer support as needed</li> <li>● Verify parent &amp; doctor's notes if absences are excused</li> </ul>	<ul style="list-style-type: none"> <li>● Student's ____ period/block teacher</li> <li>● Guidance Counselor with support of administration</li> <li>● Attendance Clerk/ Coordinated school health</li> </ul>
TIER 3	<ul style="list-style-type: none"> <li>● Referral to school social worker to coordinate local agencies</li> <li>● Legal response</li> </ul>	<ul style="list-style-type: none"> <li>● Guidance Counselor</li> <li>● Administration, Attendance Supervisor</li> </ul>