



Mitchell County Schools Truancy Response Protocol 7 – 16 Years of Age

1. School board attendance policy shall be adhered to in all schools.
2. Individuals assigned to report attendance shall verify the accuracy of the data and be responsible for accurately updating any and all attendance information.
3. A central office designee will be responsible for monitoring, verifying and sending parents/guardians letters once a child has accumulated 3 or more unexcused absences.
4. Students with parent, custodian, or doctor's note, brought in *within 3 days of returning to school*, for reasons deemed appropriate by school board policy, will be accepted as verification of excused absences.
5. The teacher or school designee will code absences in NC Wise daily if necessary.
6. Parents/guardians will be contacted by phone or letter after five (5) unexcused absences and an official attendance letter will be sent home.
7. Once the parents/guardians are notified, the school social worker shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem (GS-115C-378).
8. Once a student reaches six (6) unexcused absences the central office designee will inform the principal and social worker for their school.
9. The principal shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law (GS-115C-378).
10. After ten (10) unexcused absences the central office designee shall notify the parent by certified mail of a mandatory attendance review meeting.
11. At this time, the family will appear before the school's Attendance Improvement Committee. After reviewing the data and discussing the next steps with the family a contract will be developed and signed by the parent/guardian.
12. If a family violates the contract and/or fails to attend the meeting, the social worker or school designee may contact the court counselor to refer for a truancy petition on the student and/or contact a magistrate to seek a class one (1) criminal misdemeanor charge against the parent for violation of the compulsory school attendance law (GS-115C-378).