

# Thomas E. Bowe Middle School

## ***Attendance Tracking Protocol & Corrective Action Plan***

*These procedures are to be followed to ensure student attendance cases are handled in a consistent and proactive manner.*

Current Strategies:

| <b>Absence Threshold</b>            | <b>Attendance Regulation</b> | <b>Action/Tiered System of Support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Daily absences</b>               | 6A:16-7.6(a)4.i              | <ul style="list-style-type: none"> <li>● Robocall and communication sent through School Messenger</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Five (5) unexcused absences</b>  | 6A:16-7.6(a)4.i              | <ul style="list-style-type: none"> <li>● Warning notice sent home detailing our attendance policy</li> <li>● Phone call to the parent/guardian to inquire about the absences (Guidance/AP)</li> </ul>                                                                                                                                                                                                                                                                                                                                   |
| <b>Eight (8) unexcused absences</b> | 6A:16-7.6(a).4.ii            | <ul style="list-style-type: none"> <li>● Scheduled meeting with the student (AP)</li> <li>● Phone call to parent/guardian by CST if classified.</li> <li>● Truancy Warning Letter sent home informing parents/guardians that additional absences will be brought to the court's attention.</li> <li>● Truancy Warning Letter, phone call home, and student meetings ALL need to encourage students to schedule and attend credit recovery to prevent truancy charges from being filed upon reaching ten (10) unexcused days.</li> </ul> |
| <b>Ten (10) unexcused absences</b>  | 6A:16-7.6(a)4.iii.           | <ul style="list-style-type: none"> <li>● <b>Pursuant to N.J.S.A. 18A:38-27, a Truancy Officer will visit the residence, and a mandatory referral for truancy charges will be made pursuant to NJSA 18A:38-25.</b></li> <li>● Phone Conference and/or meeting with the parent (AP)</li> <li>● Medical review by school nurse, and if needed, chronic illness outreach</li> </ul>                                                                                                                                                         |
| <b>Ten (10) excused absences</b>    | 6A:16-7.6(a)4.iii            | <ul style="list-style-type: none"> <li>● Medical review by school nurse, and if needed, chronic illness outreach</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Fifteen (15) absences</b>        | 6A:16-7.6(a)4.iii.           | <ul style="list-style-type: none"> <li>● Letter sent home warning the parent/guardian that eighteen absences (excused or unexcused) will result in loss of credit and alternative placement. Note – Students are only permitted to make up five (5) days in CR.</li> <li>● Parent/guardian outreach by building principal (verbal/email)</li> <li>● Student and/or parent meeting with a member of the attendance committee (admin, guidance, or CST)</li> </ul>                                                                        |
| <b>Eighteen (18) absences</b>       | 6A:167.6(a).4.ii.(4)(C)      | <ul style="list-style-type: none"> <li>● Placed in an alternative educational setting as an intervention (If 7th or 8th grade).</li> <li>● Possible drop from roster</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |

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## *Attendance Tracking Protocol & Corrective Action Plan*

### Identified Area of Improvement: Preemptive supports

|                           |                 |                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                             |
|---------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>10% concern</b>        | 6A:16-7.6(a)4.i | <ul style="list-style-type: none"> <li>AP will send standard form email to parents weekly if a student is in danger of the 10% threshold for being chronically absent. <ul style="list-style-type: none"> <li>This email will be sent weekly until student no longer falls into that category</li> </ul> </li> </ul> | Rationale is that preemptive and repetitive notification will keep parents/guardians aware of the importance of school and hopefully also open up communication between the school and                                                                                      |
| <b>Three (3) Absences</b> | 6A:16-7.6(a)4.i | <ul style="list-style-type: none"> <li>AP will meet with students and discuss any concerns for not attending school.</li> <li>AP will reach out to parents to inform them about the conversation</li> </ul>                                                                                                          | Preemptive interventions will hopefully allow families to understand the importance of being in school everyday on time. It will also allow the school to create a plan prior to the student crossing a threshold that would endanger their education and status in school. |
| <b>Seven (7) Absences</b> | 6A:16-7.6(a)4.i | <ul style="list-style-type: none"> <li>Possible placement of student with a mentor in the building to provide check-ins and additional supports</li> </ul>                                                                                                                                                           | For students who are continually truant a mentor in the building will hopefully add a layer of support to get them into the building more often.                                                                                                                            |

### Additional Protocol Elements:

- A standard letter template will be used for each threshold.
- *AP will hold meetings with students and call home at 3 absences.*
- *Parents/guardians will receive an email when students are at 10% absence risk weekly until they are no longer at risk*
- PowerSchool will be used to document each letter sent, phone calls made, and conferences held.
- The guidance secretary will be responsible for promptly reporting any student who hits a threshold to the appropriate counselor, assistant principal, and/or principal.
- All letters should cc the nurse, guidance counselor, AD, and CST.
- A hard copy of all letters will be included in the students' attendance files.
- An Attendance Committee will be formed in each building and will meet regularly. At Thomas E. Bowe counselors will be provided with attendance lists in advance of these meetings. Guidance counselors and case managers will arrive at each meeting with pertinent information about students who have exceeded thresholds.

### Notes:

- ESSA data revealed that 24.9% of students were labeled chronically absent during the 24-25 SY
- PowerSchool reports revealed that as of May 2026, 124 students had eighteen or more absences.
  - 18-24 = 53 students
  - 25-34 or more = 32 students
  - 35 or more = 39 students.

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- The top five perceptions as to why students are chronically absent at the high school level, based on survey feedback, are detailed below.
  - Medical – Mental Health/Chronic Illness
  - Religion
  - Outside Events (Sports/Family Trips)
  - Weather

Additional strategies to combat chronic absenteeism

- Credit Recovery
- District and building communication regarding attendance mandates
- Coordinated care management plans/wrap around supports (if applicable)
- Mentor/Mentee programming