

Dear Parents,

I am sending this letter to you today to make sure that you are aware of the new attendance incentive plan that we have implemented as of today. Through the first 6 weeks of school, our attendance committee has been meeting to establish a plan that we feel can be productive for our students and our school. Recent history shows that we have had a large percentage of students missing school. Here is just a glimpse at some of our attendance data:

2010-2011

1-5 absences	39%	409 students
6-10 absences	23%	237 students
>10 absences	30%	310 students

2009-2010

1-5 absences	37%	399 students
6-10 absences	25%	267 students
>10 absences	30%	322 students

2008-2009

1-5 absences	38%	422 students
6-10 absences	25%	281 students
>10 absences	28%	306 students

From the data above, you can see that over the past 3 years we have had an average of 574 students miss at least 6 days of school. In addition, we have had an average of 312 students miss more than 10 days. This data alone gives us reason to focus on improving student attendance. Research indicates that missing more than 5 days of school each year, regardless of the cause, impacts student academic performance and starts shaping attitudes about school. Therefore, we must realize that excused absences and unexcused absences have similar impact on student academic performance.

We feel that this incentive plan is a good first step towards dealing with our attendance issue. Not only do we want our students in class every period every day, but we also want them to be successful. With better attendance, our students can experience much more academic success.

Sincerely,

Jeff Cooper

East Hall High School
Attendance Incentive Plan

Purpose: To promote the importance of attending school on a daily basis and reward students for making it a priority to be on time and in class every period of every day. Research shows that increased attendance will lead to improvement in student achievement.

Plan: To issue rewards after each 6 week grading period.

To issue rewards at the end of each semester.

To issue rewards at the end of the school year.

9 th Grade	– 2 rewards each grading period 3 rewards at the end of each semester
10 th Grade	– 2 rewards each grading period 3 rewards at the end of each semester
11 th Grade	– 2 rewards each grading period 3 rewards at the end of each semester
12 th Grade	– 2 rewards each grading period 3 rewards at the end of each semester

Qualifications for end of grading period rewards:

Each student must incur no more than 1 absent or tardy during each grading period in order to qualify for the prize drawings. A student who has perfect attendance (0 absences and 0 tardies) will have their name entered into the drawing 4 times. A student who has 1 absent or tardy to any class will have their name entered into the drawing 1 time.

Qualifications for end of semester rewards:

Perfect Attendance (No absences and No tardies) – students will have their name entered into the prize drawing 5 times.

1 or 2 Absences/Tardies – students will have their names entered into the prize drawing 3 times.

3 or 4 Absences/Tardies – students will have their names entered into the prize drawing 1 time.

Qualifications for end of year rewards:

Perfect Attendance (No absences and No tardies) – students will have their name entered into the prize drawing 10 times.

1 or 2 Absences/Tardies - students will have their name entered into the prize drawing 5 times.

3 or 4 Absences/Tardies - students will have their name entered into the prize drawing 3 times.

5 to 8 Absences/Tardies - students will have their name entered into the prize drawing 1 time.

Only the attendance for each grading period will be used for the drawings at the following times: 6 week grading period, 12 week grading period, 24 week grading period, 30 week grading period. Therefore, a student could be excluded from the drawings for 1 grading period but included in drawings for other grading periods.

Semester and End of year drawings will consist of cumulative absences.

Excused vs. Unexcused Absences:

The attendance committee has decided that for the purpose of this incentive plan, an absence is an absence no matter if it is excused or unexcused. Our goal is to promote daily attendance and avoid as many absences and tardies as possible.