

Attendance Protocols 20-21SY

Students are considered to be in attendance when participating in active instruction and/or educational services from a school or district. This active instruction may occur in-person or through virtual/distance/remote learning. (GADOE Attendance FAQ 6/26/2020)

F2F Attendance:

1. F2F traditional learning - Recorded daily
2. F2F Virtual attendance - Recorded based on assignment completion and student/teacher interactions

NOTE:

>5 absences -doctors note is relaxed

Virtual student Attendance:

1. Synchronous Instruction- Teachers will document attendance by student being present for synchronous class
2. Asynchronous Instruction- Teachers will document attendance by student logging into Canvas

Exam exempt for students based on course ave w/out attendance consideration
 Asynchronous assignments through Canvas for extended absences

F2F & Virtual Attendance	Absence	Action(s)	Personnel Responsible	Documentation	
September 22 - ongoing	TIER 1	1st – 2nd Unexcused	Pre-Set Infinite Campus (IC) shout point notifications to go out after every absence Teachers contact/call/send note home to parent	Administrator Teacher (it is more feasible for the teachers to call the parents of their students when absent - this also facilitates connections with the family)	Contact Alicia Jackson for assistance, if needed Document results of all contacts and attempts
		3rd – 4th Unexcused	Call parent at the 3rd unexcused absence; another attempt should be made on the 4th absence if the initial attempt was unsuccessful Contact parent to provide next steps per Attendance Protocol and explain Compulsory Attendance; request signature on Acknowledgment if applicable. Student meeting with Attendance Review Team (ART) to review and sign Attendance Success Plan (use grade level appropriate form)	Teacher Attendance Review Team	Document explicitly in the Contact Log in IC the results of the parent contact and student meeting Document in Contact Log. Upload signed Compulsory Attendance Acknowledgment Letter - save as student's last name, first initial student number and SCAL ex: Smith, J 123456 SCAL (Can this be in IC or should it be in a one drive) Document in Contact Log. Upload signed Attendance Success Plan - save as student's last name, first initial student number and ASP ex: Smith, J 123456 ASP (Can this be in IC or should it be in a one drive)
	TIER 2	5th unexcused	Notify Attendance Point of Contact Notify SPED point of contact, if applicable Mail 5-Day Letter to parents of students ages 6-16 years or 5 years old & in Kindergarten, if enrolled 20 or more days (use letter provided by RCSS that includes the GA Compulsory School Attendance Laws).	Attendance Review Team	Maintain a copy of the letter in the 5 day Binder
		6th – 9th Unexcused	Schedule Rtl meeting with parent and student (if appropriate age) by the 6th absence - > Invite the Social Worker & SPED Case Manger if a SPED student > Attendance policy reviewed > Attendance contract signed by parent and student > Student excluded from extracurricular activities – WAIVED for the 20-21SY > Parent notes and excuses collected > Data corrections made as necessary > Interventions developed and implemented	Attendance Review Team or designee Make data corrections as necessary	Attendance meeting notes including list of attendees and outcomes documented in Rtl in IC, copies of attendance contracts and interventions maintained by ART
			> Complete School Social Worker Referral	Attendance Point of Contact	Referral made in Infinite Campus in SWARM
			> Notify CHINS Office of Referral > Parent Notified of possible Court Action	School Social Worker CHINS	Add Dr. Armistad to the Referral - additional Contact CHINS documents in SWARM referral actions taken and next steps
	TIER 3	10th Unexcused OR 20th Excused by Parent Notes	Between 7th & 9th unexcused absence, schedule meeting with parent > make home visit if necessary (obtain signature on forms as needed) > DFCS report for educational neglect on student if deemed appropriate (TBD after meeting with Dr. Armistad)	School Social Worker	Document in SWARM referral Copy of any DFCS referral maintained and provided to Mary Small in Dr. Hillman's office
			Warning List of students with => 10 unexcused & => 20 excused parent notes sent to Data Specialists > Sent to Data Specialists > 5 days to clean their data	Alecia Jackson Data Specialist, ART & Principal	Email Infinite Campus
		Court Paperwork initiated > Sent to Principals > Cross check Warning Lists & Student being referred for CHINS for any changes > Complete CHINS packet(s) on any students remaining after cross check and return within 1 week of receipt	School Social Worker	Email & documented in SWARM referral	
			Principal	Return completed packet to School Social Worker via Email	
		11th – 20th Unexcused	Review returned CHINS packets for Court Action	Social Worker and Lead Social Worker	
			Superintendent's Attendance Letter mailed Juvenile Court Referrals filed with the courts	School Social Worker	Document in SWARM referral Documented in CHINS tab in Infinite Campus and in SWARM referral
> = 20th Unexcused	Juvenile Court hearing and CHINS or DJJ Interventions	School Social Worker	Documented in CHINS tab in Infinite Campus and in SWARM referral		