

RICHMOND COUNTY SCHOOL SYSTEM ATTENDANCE PROTOCOL

“NON-NEGOTIABLES”

1. Schools’ shall set **PRE-SET INFINITE CAMPUS SYSTEM NOTIFICATIONS** (shout points calls, emails, etc.) for **ALL absences** at the beginning of the academic year.
2. Elementary schools shall enter and adjust attendance **DAILY**.
3. For most effective practices to monitor and improve attendance, Middle and High schools shall take attendance **EACH PERIOD**.
4. Administrators and school personnel who enter data into Infinite Campus shall ensure that the data is accurate and coded correctly.
5. All schools must implement clear procedures for entering student tardies and absences.
6. All schools must form an **ATTENDANCE REVIEW TEAM** to oversee student attendance and ensure that timely attendance interventions are executed. Please establish meeting dates and invite the School Social Worker. Teams can also elicit the support of the Graduation & Attendance Specialist. Attendance Review teams are key to improving attendance because the primary goals are to collect and analyze data and other information, identify priorities and objectives, and develop and execute plans.

*Administrators shall designate an **ATTENDANCE POINT OF CONTACT (APC)** to work closely with the School Social Worker, Graduation & Attendance Specialist, and other school and district personnel.

Attendance Review Teams (ARTs) Shall:

- a. Identify students with high absenteeism and in need of attendance interventions.
 - b. Create plans for students who have high absenteeism with aims to reduce absenteeism.
 - c. Monitor students who are truant or have high absenteeism to track progress.
 - d. Review student attendance data and develop strategies.
 - e. Implement research-based strategies for improving attendance (incentivizing attendance).
7. In efforts to be proactive, Schools’ ARTs shall meet at the beginning of each new academic year, to identify students who had chronic absenteeism in the previous academic year. Additionally, ARTs can refer students with chronic absenteeism to the Response-To-Intervention (RTI) team.
 8. Schools **must ensure PARENTS READ, SIGN, AND RECEIVE A COPY OF THE COMPULSORY SCHOOL ATTENDANCE LAW LETTER** (Student Code of Conduct & Discipline, 2016-17, section 4, p. 11) documenting that they have received knowledge of and a copy of the Georgia Attendance Compulsory Law.

Set Infinite Campus automated notifications for every absence

Absence	Action(s)	Personnel Responsible	Documentation
1 st – 2 nd unexcused	<ul style="list-style-type: none"> • Pre-set Infinite Campus (I.C.) shout point notifications to go out after every absence. • Attempt to contact/call/send note home by student to parent. 	<p>Administrator</p> <p>Teachers: It is more feasible for teachers to call the parents of their students when absent.</p>	<ul style="list-style-type: none"> • Teachers should maintain a contact/call log. In the call log document explicitly the results of the parent contact attempt.
3 rd & 4 th unexcused	<ul style="list-style-type: none"> • Call parent at the 3rd unexcused absence; another attempt should be made on the 4th absence if initial attempt was unsuccessful. 	<p>Teacher</p>	<ul style="list-style-type: none"> • Maintain call log.
<p>5th unexcused</p> <p>(At 5 unexcused absences, students are legally defined as truant; Therefore, it is critical that certified letters are sent out in a timely manner).</p>	<ul style="list-style-type: none"> • Make Social Worker referral. • Notify the School’s Attendance Point of Contact. • Mail certified letter to parents of students ages 6-16 years, (use letter provided by RCSS that includes the GA compulsory school attendance laws). • Email copy of letter to School Social Worker. 	<p>Teacher, Administrator, Attendance Point of Contact, or designee: (please consult with principal to clarify who is designated to make social worker referrals).</p> <p>The Principal or designee shall make sure letters are being sent in a timely manner.</p> <p>Principal or attendance designee.</p>	<ul style="list-style-type: none"> • Save a copy of letter.

Absence	Action(s)	Personnel Responsible	Documentation
6 th – 9 th unexcused	<ul style="list-style-type: none"> • After the 6th unexcused absence, an ART member or attendance designee should start scheduling parent conferences with parent(s). • Invite the School Social Worker to scheduled parent conferences. 	<p>Examples of who all can serve on the ART: Administrator(s), Social Worker, Family Services Facilitator or Parent Facilitator, School Counselor.</p> <p>Principal or attendance designee.</p>	<ul style="list-style-type: none"> • Parent conference notes, including plans for improving attendance and any attendance contracts made between the student, parent, and school.
10 th unexcused	<ul style="list-style-type: none"> • School Social Worker makes home visit(s). • School Social Worker will contact the Truancy Officer at their discretion. • Continue preparation for juvenile court. 	<p>Social Workers.</p>	<ul style="list-style-type: none"> • Copy of any type of referral.
11 th -15 th unexcused	<ul style="list-style-type: none"> • School Social Worker will make juvenile court referrals as they deem necessary. • Truancy Officer begins to make home visits. 	<p>Social Worker.</p> <p>Truancy Officer.</p>	<ul style="list-style-type: none"> • Truancy information.
16 th – 20 th unexcused	<ul style="list-style-type: none"> • Hearing and DJJ interventions. 	<p>School Social Worker & Truancy Officer intervene as needed.</p>	