

RICHMOND COUNTY SCHOOL SYSTEM ATTENDANCE PROTOCOL

"NON-NEGOTIABLES"

1. Administrators and school personnel who enter data into Infinite Campus shall ensure that the data is accurate and coded correctly. Any corrections to the data need to be made as soon as possible.
All schools must implement clear procedures for entering student tardies and absences. All administrators and school personnel who enter data into Infinite Campus shall attend yearly training on attendance protocols, procedures, and coding in Infinite Campus.
2. Elementary-schools shall enter and adjust attendance **DAILY**.
 - a. Note: For best practices, adjustments are made when students check in through the front office.
3. Beginning January 7, 2019, **EVERY** Middle and High school teacher will take attendance **within the first five (5) minutes of EACH PERIOD. Homeroom attendance shall be treated as daily attendance.** Students tardy to school will check in with the attendance clerk who will mark the child tardy for homeroom.
 - a. Note: Middle school period attendance will need to be updated in the classroom and homeroom periods.
4. Schools shall set **PRE-SET INFINITE CAMPUS SYSTEM NOTIFICATIONS** (shout points, calls, emails, etc.) for **ALL absences** at the beginning of the academic year.
 - a. If you need assistance with this, please contact Alicia Jackson with Information and Technology (IT).
5. 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. Other team members should include **an Administrator**, Graduation & Attendance Specialist, Data Clerk, Attendance Clerk, School Counselor, Teacher, Family/Parent Facilitator, School Resource Officer, AND Special Education staff when applicable. 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 Attendance Review Team and School Social Worker.

Attendance Review Teams (ARTs) Shall:

- a) Meet **twice a month**, beginning in August of every school year
 - i. During the first meeting, ART expectations and attendance protocols should be reviewed
 - ii. Develop newsletters to send home to parents during the first month of school emphasizing the importance of school attendance as well as outlining the attendance policy, interventions, and incentives
- b) Assign duties of pulling twice monthly reports, **mailing 5-Day letters**, and implementing and monitoring interventions
 - a. Maintain alphabetized binder of sent **5-Day Letters**
- c) Identify students with high absenteeism and in need of attendance interventions
- d) Create plans for students who have high absenteeism with aims to reduce absenteeism
- e) Monitor students who are truant or have high absenteeism to-track progress
- f) Review student attendance data and develop strategies including pulling monthly reports of students with 5 or more unexcused absences
- g) Ensure the attendance protocol is followed according to the number of unexcused absences a student has accumulated
- h) Ensure timely **School Social Worker Referrals are completed for students with 5 unexcused absences**
- i) Ensure teachers are contacting parents/guardians of absent students and documenting their contacts in the Contact Log
- j) Implement research-based strategies for improving attendance (incentivizing attendance)

Absence	Action(s)	Personnel Responsible	Documentation
1 st – 2 nd unexcused	<ul style="list-style-type: none"> • Pre-Set Infinite Campus (IC) shout point notifications to go out after every absence • Teachers contact/call/send note home to parent 	<ul style="list-style-type: none"> - Administrator - Teacher *It is more feasible for teachers to call the parents of their students when absent 	<ul style="list-style-type: none"> - Contact Alicia Jackson for assistance, if needed - Document results of all contacts and attempts explicitly in the Contact Log
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 the initial attempt was unsuccessful • Student meeting with Attendance Review Team (ART) to review and sign Attendance Contract 	<ul style="list-style-type: none"> - Teacher - Attendance Review Team 	<ul style="list-style-type: none"> - Document explicitly in the Contact Log in IC the results of the parent contact and student meeting
5 th unexcused	<ul style="list-style-type: none"> • Complete School Social Worker Referral and notify Attendance Point of Contact • Notify SPED point of contact, if applicable • Mail 5-Day Letter to parents of students ages 6-16 years (use letter provided by RCSS that includes the GA Compulsory School Attendance Laws). • School Social Worker obtains parent signature on Acknowledgement of Compulsory School Attendance Laws Letter • District Attendance Review Team (DART) will consider Court Action 	<ul style="list-style-type: none"> - Attendance Point of Contact - Attendance Review Team designee - School Social Worker - District Attendance review Team 	<ul style="list-style-type: none"> - Maintain a copy of the letter in the 5-Day Binder - Maintain copy
6 th – 9 th unexcused	<ul style="list-style-type: none"> • Schedule attendance meetings with parent and student if appropriate age to attend after the 6th unexcused absence: <ul style="list-style-type: none"> ○ Invite School Social Worker and SPED staff if necessary ○ Attendance policy reviewed ○ Attendance contract signed by parent and student ○ Student excluded from extracurricular activities ○ Parent notes and excuses collected ○ Interventions implemented • Telephone call from School Social Worker after 7th unexcused absence 	<ul style="list-style-type: none"> - ART or designee 	<ul style="list-style-type: none"> - Attendance meeting notes including list of attendees and outcomes documented in student's Contact Log in IC, copies of attendance contracts and interventions maintained by ART

<p>10th unexcused</p>	<ul style="list-style-type: none"> • School Social Worker completes home visit or schedules meeting for parents/guardians to meet with the School Social Worker at the school. • File DFCS report for educational neglect on elementary aged students • Referral to RTI for attendance completed • Court Packet initiated at the 10th absence. <ul style="list-style-type: none"> - DART will send Court Packet request to school Principal • District Attendance Review Team (DART) will consider Court Action 	<ul style="list-style-type: none"> - School Social Worker - School Social Worker - Administrator or designee - District Attendance Review Team 	<ul style="list-style-type: none"> - Outcome of home visit/meeting provided to referral source and ART - Copy of any DFCS referral maintained and provided to Mary Small in Dr. Hillman's office
<p>11th – 20th unexcused</p>	<ul style="list-style-type: none"> • Superintendent's Attendance Letter mailed • District Attendance Review Team will make juvenile court referrals as they deem necessary • Truancy Officer makes home visits 	<ul style="list-style-type: none"> - District Attendance Review Team - District Attendance Review Team - Truancy Officer 	
<p>20th or More unexcused</p>	<ul style="list-style-type: none"> • Juvenile Court hearing and CHINS or DJJ interventions 	<ul style="list-style-type: none"> - District Attendance Review Team 	

Students with Disabilities (SWD) Protocol to Monitor Unexcused Absences

SWD Administrative Assistants will:

- provide weekly reports for SWDs having 5+ unexcused absences and forward the lists to the appropriate Program Specialist

Program Specialists will:

- check with each SWD case manager to determine what steps have been completed concerning unexcused absences
- attend department meetings at the schools to share lists and determine next steps as necessary for students with 5+ unexcused absences (check-in/out, IEP attendance goals, FBA, etc)
- request from school level Attendance Point of Contact to be included in meetings when an SWD is on the list for discussion
- attend IEP meetings, if necessary and helpful, when amendments are needed to address attendance issues

Bi-weekly Reports

Student	School	# Unex Absences	Meeting Date	Steps Completed