

## Attendance Intervention Best Practice Protocol Under Plan C 2020/2021

**\*\*Week of August 10, 2020:** Teachers are to contact parents/guardians of all students on their homeroom roster. If contact is not made after 3 attempts, then the teacher will refer to Admin Support Staff (Designated Non-Certified Staff) to send [COVID-19 Outreach Letter](#) **AND** notify School Social Worker of all communication attempts to reach parent/guardian. \*\*

### Attendance Protocol Beginning August 17<sup>th</sup>, 2020 – Duration of Plan C

Attendance Concern	Best Practice	Staff Responsible
Daily Absences	Teacher records attendance within 45 minutes of the school day or class period	Homeroom/Class Period Teacher
	Parent/Guardian receives Connect-Ed notification if student is coded absent	Data Manager/PowerSchool
	Teacher checks for work submission and/or communication from student/guardian to reconcile absences for the last 3 days	Homeroom Teacher (may need input from other core teachers)
3 Consecutive Absences	Teacher attempts to contact parent/guardian via phone call and immediately sends follow-up email or other form of electronic communication	Homeroom Teacher (may need input from other core teachers)
Continued absences with no response from parent/guardian <b>AND/OR</b> general attendance concerns	<p><u>Step 1:</u> Teacher makes 3 total attempts (if necessary) to contact parent/guardian to discuss absences.</p> <p><u>Step 2:</u> If there is still no response from the parent/guardian, the teacher will call emergency contacts listed in PowerSchool to request updated parent/guardian contact information.</p> <p><u>Step 3:</u> If contact is still unsuccessful <b>OR</b> concerns/barriers are identified (<i>i.e. Social emotional needs, housing, basic needs, family crisis or other concerns causing a barrier to school attendance</i>), the teacher will contact the School Social Worker (SSW) regarding concerns and all prior communication attempts made.</p>	Homeroom teacher (may need input from team on effects of absences)
6 unexcused absences	Parents/Guardians are notified by mail with a CCS generated letter & SSW letter regarding NC Compulsory Attendance Law and truancy court	Data Manager (*copy provided to School Social Worker)

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10 unexcused absences	Invitation to virtual/phone conference sent by mail. Conference scheduled with Admin, SSW, parent/guardian, and student, if applicable.	Data Manager, Principal or assigned Designee, SSW
20 + Absences	Review student attendance, academics, and other concerns to determine retention	Teachers, Principal, SISP (School Social Worker, School Counselor(s), School Psychologist)

*\*\* If a home visit is deemed necessary, school will provide School Social Workers with necessary PPE. School Social Workers will be accompanied by an Administrator, SRO or other designee. School Social Workers are not permitted to conduct home visits alone and must practice all social distancing and health/safety requirements.*

***\*\*\*If, at any time, you become aware of concerns that may impact a student's attendance and learning, such as social-emotional, housing, basic needs, family crisis, health etc., please contact SISP Team.***