

Attendance Policy

Procedure For Unexcused Absences

All contact with parents needs to be Documented in Synergy.

Reports

- Weekly: Report is run once a week on Monday morning
- Quarterly: Run report for absence data from the beginning of the year to report historically totals of unexcused absences quarterly
- BHS ATP 401
- Dailey ATD 402
- Setup reports to be automatically run - Administration to set up
- Quick queries need to be run for pulling data

Letters to be email to guardians (automatically set up from Synergy)

- Letter one at 4 days
- Letter two at 7 days
- Letter three at 10 days

Automatic phone calls made daily regarding attendance and tardies.

First Contact - Teacher

- (3 consecutive days / 3 days in one week)
- Teachers (Elementary is homeroom, 6th hour class for high school*)
 - Call after three consecutive absences or three in a week
 - Objective of phone call - positive making a connection with the family (We are concerned, checking to see if there are any problems, how can we support you)
 - Teachers record their contacts within Synergy
 - Synergy format to follow for recording communication in Comment Area Field:
 - Attendance: # Contact: Action: Outcome
 - Add person contacted (person's name (first and last name) and relationship, ex: *Mary Special, mother*)
 - Outcome needs to reference method of contact (email, face to face, phone, or other if you text)
 - Comments - begin with specific wording: Attendance, Academics, Behavior, Health, Positive, Other
 - Example: (*Attendance: Spoke to mom, she will get kids to school, thought it was still intersession week*)
- If the parent doesn't answer the phone, please email communication to send parent. Located: the last section of this document

Second Contact - Parent Facilitator

- 5 unexcused absences in total (Parent Facilitator requires visual access in Synergy to their entire building)
 - Report is run once a week on Monday morning for the week prior
 - Call each students family with a total of 5 unexcused absences or more (call the child's family once)
 - Point of contact is parent or guardian listed on Parent tab
 - Objective of call - positive connection with the family, we are concerned, checking to see if there are any problems, how can we support you
 - Parent facilitator records their contacts in Synergy
 - If a parent is not reached, contact them again the next time the student shows up on the attendance data report
 - Synergy format to follow for recording communication in Commnet Area Field:
 - Attendance: # Contact: Action: Outcome
 - Add person contacted (person's name (first and last name) and relationship, ex: Mary Special, mother)
 - Outcome needs to reference method of contact (email, face to face, phone, or other if you text)
 - Comments - begin with specific wording: Attendance, Academics, Behavior, Health, Positive, Other
 - Contacted by (available in admin side, add your name)
 - Example: (Attendance: Spoke to mom, she will get kids to school, thought it was still intersession week)
 - If the parent doesn't answer the phone, please email communication to send parent. Located: the last section of this document

Third Contact - Front Office-parent contact; Social Worker-student contact, Letter- parent contact

- Front office clerical staff - contacting parent at 5 consecutive unexcused absences
 - School office support/secretary informs parent / guardian that at 10 **consecutive** unexcused absences student is dropped from the district
 - School office support/secretary offers support and/ or requests medical documentation if situation warrants
- School Social Worker will meet with the student to understand attendance concerns grades 4-12 at 7 total absences.
- K-3rd Dailey- Secretary/Climate/Culture Coordinator
 - 7 absences in total the following roles will make phone calls

Fourth Contact - Meeting with Social Worker and Parents

- Attendance Letter #2 - At 7 or more days of absences letter is mailed asking for parent to come to school and meet with social worker
 - Letters are generated by Synergy. Generation synergy button is pushed every Tuesday at 9 AM by Social Worker
 - Letters are mailed by: School Social Worker
- Copy of letter goes into CA 60
 - Parent meeting is recorded in Synergy
 - Phone call made to parents that did not attend by the social worker
 - Phone call recorded in Synergy

Fifth Contact -

- Mediation meeting with GISD attendance liaison
- Attendance Letter #3 - At 10 or more days of absences the mediation letter is mailed that is coordinated between School Social Worker and GISD Mediation Liaison
 - Letters are generated by Synergy. Generation synergy button is pushed every Tuesday at 9 AM by Social Worker
 - Letters are mailed by: School Social Worker
 - Copy of letter goes into CA 60
 - SSW puts into Synergy under contacts if contact was made

Final Outcome

- Court petition based upon outcome of mediation meeting and any future attendance concerns
- School Social Worker Coordinates

Dropped Letter - at 10 consecutive days of absence the student is dropped from school (Dropped by building secretary, confirmation with Pupil Personnel as needed)

Sample parent communication statement:

When parent communication is not reached through phone contact (voicemail full, phone numbers not working, etc.) teachers and parent facilitator will send the following email to parents (email noted in Synergy contact).

Email subject line: Attendance Support

Dear xxx,

I attempted to reach you today (date and time) regarding (student's name) attendance (identify time frame). XXX (student's name) has been absent X number of days in the previous stated time frame.

I am reaching out to offer any support you might need from the school. Please call the main office (XXX-XXX-XXXX) to let us know what support you might need and if we can be of assistance.

Thank you for your support in this matter, we look forward to seeing your child in school tomorrow.

Sincerely,

Teacher name

Parent Facilitator name

System for checking validity of attendance letter mailing