

Elwood Community Consolidated School

ECCS Protocol #: _____

Effective Date: _____

Revised: _____

Attendance Intervention Protocol

Purpose:

To outline an intervention system utilized for all students regarding chronic absenteeism.

Scope:

All personnel working with students who are chronically absent.

Responsible Party:

School Office: 815-423-5588

Attendance Line: 815-423-4108

School Nurse: 815-423-4101

Principal: 815-423-4102

Superintendent: 815-423-5187

Teacher for the particular student.

Protocol

1) Excused and Unexcused student absences

a) Excused absences include:

- i) Illness/Injury (less than 3 consecutive days out)
- ii) Physician's Medical Note
- iii) Death related
- iv) Medical Appointments with note provided

b) Unexcused absences include:

- i) No notification of why student is not at school
- ii) 3 or more consecutive days out without physician's note
- iii) Suspension
- iv) Exclusion
- v) Vacation
- vi) Chronic Absences (10% missed days)

2) Attendance Protocol:

<p><u>Number of Absences</u></p> <p>0-4</p>	<p><u>Tier 0</u></p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> -Education on the Importance of Attendance “Tiger Tip Off”. -Send home information at start of year about why attendance matters -Send home simplified version of protocol with all students at start of year
<p><u>Number of Absences</u></p> <p>5-8 absences</p> <p>3-4%</p>	<p><u>Tier 1</u></p> <p>>5 absences in a month, call home from Attendance committee</p> <p>Teacher contacts parent</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> -Track, identify determination of absence: excused or unexcused utilizing the above description. -Homeroom teacher will (3rds grade +) talk with the student about absences and barriers to attending. (school anxiety, struggling in class, no one home prior to school), email sent by attendance committee to teacher to ask them to report back -Attendance committee member calls parent: utilizing attached script, Identify barriers to getting the student to school. Identify if Social Worker, Nurse, or Principal need to follow up at this point

<p><u>Number of Absences</u></p> <p>9-10 absences</p> <p>5%-8%</p>	<p><u>Tier 2</u></p> <p>Strategies are aimed at encouraging better attendance for all students and at preventing absenteeism before it affects achievement.</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> -Review absences for medical circumstances. (Health Office) -Identification of barriers that prevent the student from attending school. -Principal to contact parent/guardian, discussing the number of days out and the consequences to grades and learning. -Letter sent home from principal -Truancy referral: Referral Form
<p><u>Number of Absences</u></p> <p>11-14</p>	<p><u>Tier 3</u></p>	<ul style="list-style-type: none"> -Review absences for medical circumstances. (Health Office) -All absences are unexcused unless a physician's note is presented. -In person meeting with the principal, SRO, teacher and parent. (Attendance team as appropriate-nurse or MSW) -Barriers Form Completed and signed -Parent/Student to Sign an attendance contract identifying present attendance record and goals for attendance. -Example Contracts: contracts

<p><u>Number of Absences</u></p> <p>15+</p> <p>9%+</p>	<p><u>Tier 4</u></p> <p>Interventions are designed to address barriers to attendance for students at greater risk of chronic absenteeism, such as those who missed 10% of the school year, the standard definition of chronic absenteeism. These students and families should receive personalized attention as part of the engagement strategy.</p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> - Review with Principal for Truancy Office involvement, report submitted by administration. -Identify all school attempts at improving attendance issues. Attendance committee presents packet of interventions to principal Rekruciak
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Resources

<p>Educational Interventions</p>	<p>TAT Socrates Homework Club Lunch Work</p>	<p>-Completion of TAT form for student struggling with grades related to attendance:</p> <ul style="list-style-type: none"> ○ Missing work due to absence. ○ Absence related to struggling with missing work. <p>-Socrates referral, age appropriate. - Classroom intervention, for make-up assignments. - Office referral for scheduled time for work make up. -Summer School referral, where appropriate.</p>
<p>Documentation</p>	<p>Teacher documentation of calls Teacher ease Attendance</p>	<p>Teacher outreach regarding absence and student make up work.</p> <ul style="list-style-type: none"> · Calls · Emails · Letters home <p>Principal Letter identifying students number of absences</p> <ul style="list-style-type: none"> · Calls · Emails · Letters home.
<p>Meeting Documentation</p>	<p>Chronic Attendance Tracking form</p>	<p>Chronic Attendance Form</p>

Truancy Report	ROE Truancy office - Principal to report.	-See attached.
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