

Campus (under 16) Attendance Intervention Plan for 2023-24

Notifications

- Beginning of year- students who had over 20 unexcused absences and over 20 unexcused tardies the past school year will receive a letter at the beginning of the year letting them know the consequences if such absences/tardies continue.
- 5 unexcused absences - letters will be generated weekly or bi-weekly to mail. This is a standard letter identifying consequences of truancy (required by law)
- **Campus teachers** will receive an email a minimum of once a month with a list of students who have had 5+ total absences that month. Teachers are asked to please make contact with the parent/student encouraging better attendance, with information about how much they miss. Can also remind parents/students about making up missed work.

Interventions

- Consecutive absences- report will be run by SSW for the week before and any student who has been out consecutively unexcused and still has not returned, SSW will notify administrators and office staff to confirm, and then attempt to contact the student and parents. Staff can also notify the SSW for any student that is absent for 3-5 consecutive days when there has not been contact from the family regarding student absences.
- Consequences for over 10 tardies- Students who accumulate more than 10 unexcused tardies may be assigned additional consequences at the school level.
- 7+ unexcused absences or over 10 unexcused tardies- SSW will meet with student and parent will be contacted via phone and an attendance review team (ART) meeting is scheduled at the school (Attendance review team should be held with a minimum of two staff members). If meeting is not able to be held or parent is unable to be reached, SSW will meet with the student and also make a home visit (accompanied by another staff member). ART contract will be signed by student and parent.
- 10+ unexcused absences or continued excessive tardies (and ART held/ attempted) - referral to Truancy Treatment Team (will ask teachers for feedback on grades/behavior/etc. and administrators will be notified and invited)
- Following TTT, any other unexcused absences will result in Truancy referral and/or Ed Dep referral.

*Home visits will be made with two or more staff members present. The thought is that no one should go alone, more efficiently, and more meaningfully.

Home visits can also be made if there are true concerns about a child's safety but should not be just random visits for a few absences.

** All contacts and interventions will be documented in the contact log of infinite campus.

Homeroom teachers - if contacted by a parent regarding reasons for absences, please respond to parent (and copy cmsattendance@calhouschools.org or chsattendance@calhouschools.org) saying thank you and asking them to send absence excuses to the cmsattendance or chsattendance email address.

Watchlist

Each school will have a watchlist of students who had more than 15 unexcused absences the previous year or who had interventions take place last school year. Their attendance will be monitored more closely and interventions will take place much earlier. If they have had previous TTT, once they receive 10 unexcused absences, a referral will be made to Juvenile Court for either an Educational Deprivation hearing or truancy.

Attendance Incentive Options:

Monthly rotating homeroom attendance trophy filled with candy; pass to eat in courtyard (CMS); recess/gym time; coffee from library; school store credit, KONA Ice truck for no unexcused absences or tardies

Public Relations Campaign

Perfect Attendance Day - September 30

Monthly social media pushouts related to improving attendance.

Please know that research has proven that the best way to improve attendance is to foster a safe environment and develop positive relationships with the students.