

COLLEGE PARK ELEMENTARY SCHOOL

Attendance Handbook (Internal)



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In order for students at College Park Elementary to learn and achieve to their fullest potential, it is critical that they are in school and engaged in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school. To increase student attendance in school, students need to feel valued, engaged, and safe at school.

A tiered approach will be utilized to maximize student attendance in school which promotes the organization of academic, behavioral, and health supports and interventions to meet all students based on their individual needs. Attendance interventions will be implemented based on the following categories:

- Satisfactory (0-4% Absence Rate)
- At Risk (5-9% Absence Rate) - Preventative
 - Foundation of the support system and includes universal strategies to encourage good attendance for all students.
- Chronic Absent (10-19% Absence Rate) - Early Intervention
 - For students and families who need more encouragement and support in addition to preventative strategies. Chronic absent strategies will provide early intervention(s) to target students to avoid chronic absences.
- Severe Chronic Absent ($\geq 20\%$ Absence Rate)- Intensive Supports
 - Offers intensive support for students facing the greatest challenges to getting to school with individual interventions and wrap around supports.

College Park Attendance Team will review attendance data regularly and promote positive attendance practices through Positive Behavioral Intervention and Supports (PBIS) and addressing Tier II and Tier III attendance concerns through a Multi-Tiered System of Support (MTSS) committee.

Proactive Attendance Process

College Park will follow the tiered approach as outlined below to encourage school wide attendance.

Tier I:

Satisfactory: The following strategies are universal school-wide practices to promote satisfactory attendance for all students and encourage a Tier I Absence rate of 0-4%. College Park will:

- Monitor attendance data regularly;
- Communicate attendance expectations to students and families throughout the year using multiple modes of communication, including differentiation for families who speak a second language at home;
- Promote positive messaging about attendance through Positive Behavioral Intervention and Supports (P.B.I.S.);
- Respond proactively to student absences (phone call or email home if a student has been absent for one day without notification); and/or
- Recognize attendance improvements.

At-Risk: The following interventions should be used for students approaching Tier II with a 5-9% Absence Rate. College Park will:

- Send reminders or nudges to parents/guardians;

- Schedule Teacher- Parent Conferences/ Monthly Attendance Meeting with Counselor and SSW
- Set targeted goals for students to meet attendance benchmarks; and/or
- Leveraging CIS representative to conduct student wellness and connectivity check-ins.

Tier II:

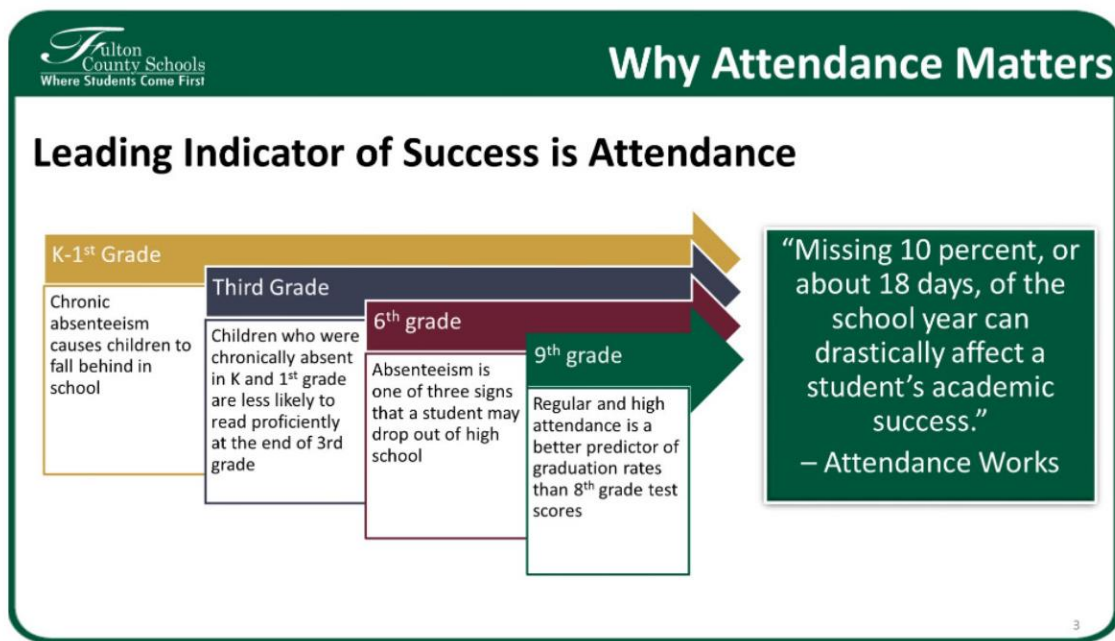
Chronic Absence: The following strategies provides early intervention for students who need more support to avoid chronic absences, i.e., students with a 10-19% Absence Rate. College Park will:

- Develop personal connections with students who are in danger of, or are chronically absent;
- Support families facing barriers to daily school attendance and provide personalized outreach;
- Provide mentoring programs such as Check and Connect;
- Conduct Parent/Guardian workshops;
- Identify resources available to improve absenteeism;
- Monitor individual attendance data;
- Create an Individual Attendance Plan which includes goal setting, a plan for implementation, and monitoring;
- Recognize good and improved attendance;
- Identify and address barriers to attendance;
- Make Social Worker referrals; and/or
- Refer the student to the Multi-Tiered System of Supports (MTSS) team.

Tier III:

Severe Chronic Absence: The following strategies offer intensive support for students facing the greatest challenges to getting to school, i.e., those students with a $\geq 20\%$ Absence Rate. College Park will:

- Make a Social Worker referral if the student has not been referred already;
- Identify and provide appropriate wraparound services;
- Enlist support from outside agencies and support organizations; and/or
- Pursue legal intervention as a last resort.



Locate, Assess, and Connect Protocol

To be proactive in identifying students who may need attendance/engagement support, school social workers will utilize the locate, assess, and connect protocol (LACP). The locate, assess, and connect protocol should be used for students who demonstrate the following attendance concerns:

- Students who do not attend during the first two days of school (no shows).
 - LACP must be conducted before these students are withdrawn
- Missing three consecutive or more days of school without documentation
- Any student who has missed 10% or more of the school year at any given time

The LACP should include the following preventative measures (not an exhaustive list):

1. School social worker should connect with families on their current caseload who are exhibiting attendance concerns
2. School social worker will organize a team and create lists for team members of students that need to be located and assessed
3. Support staff will connect with all students on their respective lists (phone/text/email)
4. After three unsuccessful attempts to locate and assess student (phone/text/email), a home visit will be conducted
5. School social worker will organize supports and materials to student and family to remove barriers to attending/engaging

Withdrawal Policy

Scholars will be withdrawn from school:

- After 10 consecutive unexcused absences with SWARM, and completion of a home visit.
- When the school has documentation validating the scholar no longer lives in the school zone.
- With proof of enrollment in a different school, school district, private school, or home study program. Proof shall include the request of records from the receiving school and evidence of transfer must be recorded. The date of withdrawal for a scholar will be the last school day of scholar attendance.
- Withdrawn students are not excused from mandatory school attendance requirements and are expected to reenroll as soon as possible.
- School assistant principal must sign off on all mandatory withdrawals before they are processed.

Communication

- Communication attempts will be made with the parent/guardian prior to a scholar’s withdrawal (home visits, text, calls, emails, and attendance letters) and recorded in IC.
- Attendance letters (i.e., 5-day, 7-day, and 10-day) will be mailed to the parent/guardian to inform them of the scholar’s absences.
- The date of withdrawal for a scholar will be the last school day the scholar attended.

Infinite Campus (IC) & Robo Call Notifications:

Absent from School	<ul style="list-style-type: none"> • Robo call home and IC sends a “check-in” email
3 Consecutive Unexcused Absences	<ul style="list-style-type: none"> • Robo call home • IC sends automatic email • Locate, Assess, and Connect Protocol
5 Cumulative Unexcused Absences	<ul style="list-style-type: none"> • IC sends automatic parent email

7 Cumulative Absences (Excused and Unexcused)	• IC sends automatic parent email
10 Cumulative Late Arrivals or Early Checkout	• IC sends automatic parent email

Parent Responsibility

At College Park Elementary, we strive to provide unique learning experiences from the moment our scholars arrive until dismissal at the end of the day. You are responsible for making sure that your scholar is present the entire school day and ready to learn.

Arrival and Departure

The school day begins at 7:40 a.m. and ends at 2:20 p.m. Therefore, walkers and car riders must arrive by 7:30 a.m. to have time to get to class and prepare for learning.

- Make sure your scholar goes to bed by 8:00 p.m. nightly Sunday through Thursday.
- Make sure your scholar wakes up at least 60 to 90 minutes before school starts in order to be on time (no later than 6:10 a.m.).
- Make sure your scholar puts away all electronic devices by 7:30 p.m.
- Make sure your scholar is getting to school on time every day and stays until the very end of the school day.
- Pick up your scholar on time. 2:45 p.m. is late departure time. The scholar will need to be signed out by a parent or person on the contact list (with state issued ID) before he/she will be released.
- Make sure your scholar has a healthy breakfast each day. Breakfast is served each morning from 7:10 a.m. - 7:30 a.m.
- Students must be present for half of the instructional day to be marked present for the day.
- Early check-outs disrupt learning and are to be avoided whenever possible.
- Speak encouraging words to your scholar daily.

If your scholar is absent...

Parents should notify the school before or after the absence(s). Send a signed handwritten note, email, or official document with your scholar when he/she returns to school (doctor's excuse, court document, etc.). Notification from parents should happen no later than 5 days after absence. The following must be included in the note/email:

- Scholar Name
- Scholar FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Date and reason for absence



Notify your scholar's teacher if you know your scholar will be absent.

Additional Documentation Required for:

3 consecutive ill absences	• A doctor's note will be required
7 or more days for any reason (not including assigned remote)	• Additional documentation is needed
10 or more late arrivals/ early checkouts	• Additional documentation is needed
Preapproval of absences	• Send in request 5 days in advance
Remote Learning Day Request	• Notify school/teacher in advance of instructional day

Early Pick-up from School

For a scholar to be released early, please make sure that your scholar brings a note from you in the morning. Parent or guardian must have ID in order to retrieve a scholar for early dismissal. Please note that you will not be permitted to check out your scholar after 1:45 p.m. as it disrupts the dismissal process.

General Responsibilities

- Communicate with the school when your scholar will be absent.
- Monitor their scholar's attendance, grades, school messages, and behavior using Infinite Campus through the Parent Portal.
- Contact your scholar's teacher about any missing work when the absent.
- Provide correct and current contact information (i.e., phone #, email, and home address) as well as correct and current emergency contact information.
- Save the school's number in your phone and answer all calls from the school.
- Contact information: 2075 Princeton Avenue, College Park, GA 30337 Phone: 470.254.8040

Resources

[Attendance Policy FAQ](#)

[Attendance Matters](#)

Scholar Responsibility

At College Park Elementary, teachers are working diligently to make learning fun and challenging from the beginning to the end of the day. You are responsible for being present the entire school day ready to learn.

Arrival and Departure

The school day begins promptly at 7:40 a.m. and ends at 2:20 p.m. Therefore, walker scholars and car rider scholars must arrive by 7:30 a.m. to have time to get to class and prepare for learning. As a scholar, you must:

- Go to bed by 8:00 p.m. nightly Sunday through Thursday.
- Wake up at least 60 to 90 minutes before school starts in order to be on time (no later than 6:10 a.m.).
- Put away all electronic devices and give them to a parent by 7:30 p.m.
- Make sure you are getting to school on time every day be seated at your desk ready to learn promptly at 7:40 a.m.
- Eat a healthy breakfast every day. School Breakfast is 7:10 a.m. – 7:30 a.m.
- Stay in school until the very end of the school day until 2:20 p.m.

If you are absent...

Bring a handwritten note, email from your parent/guardian, or official document (i.e., doctor's excuse) when you return to school and give it to your homeroom teacher. Be sure it has:

- Your name and lunch number
- Date(s) you were absent
- Reason you were absent



- Parent/Guardian Name
- Parent/Guardian email & phone number

When absent a scholar must complete and return make-up work at least 10 school days prior to the end of the grading period.

Early or Late Pick-up from School

Early pickups disrupt learning and are to be avoided whenever possible.

- To be released early, make sure that you bring a note from your parent and give it to your teacher in the morning.

Scholars must be picked up on time.

- On-time pick-up is at 2:20 when the school day ends. 2:45 p.m. is late departure and your parent will be notified.
- Scholars will need to be signed out by a parent or person on the contact list (with state ID) before they are released.

Teacher Responsibility

At College Park Elementary, it is a teacher's duty and responsibility to maintain accurate attendance, be the first point of contact when a student has occurred excess tardies and/or absences.

Infinite Campus

It is the responsibility of each classroom teacher to maintain accurate and complete records on student attendance in accordance with state guidelines. Teachers must report scholar attendance, absences, and tardiness daily using Fulton County's Infinite Campus system. Attendance must be recorded by 8:30 a.m. each morning to record who is physically present. Students must be present for half of the instructional day to be marked present for the day. Attendance data and changes in excuse codes should be amended within one day.

Monitoring Scholar Absences: If a scholar is absent three consecutive days or five days and the parent has not communicated with the teacher about the absences, the teacher must call the parent. If the information concerning the student's absence cannot be obtained after making attempts to contact the parent, the teacher should complete a SWARM. Only one SWARM needs to be sent per scholar. Duplicate SWARMS for the same scholar will be closed out. The SSW will begin working on contacting the family and assisting the parent/guardian with getting the scholar back on track and communicate to the teacher as needed. If teacher does contact the parent or parent contacts the teacher, the teacher will share this information with the SSW. All contacts must be documented in IC within the student's communication log.

Teacher should also contact parent when the following occurs:

- Five cumulative unexcused absences
- Seven cumulative absences
- Ten late arrivals or early checkouts

The communication should include, at a minimum, the importance of attending school and the total number of attendance records to date and record all contact in IC.

Tips to monitor scholar absences:

- Monitor attendance data regularly.
- Communicate attendance expectations to scholars and families throughout the week/year.

- Respond proactively to scholar absences (phone call or email home if a scholar has been absent for one day without notification).
- Recognize attendance improvements with your classroom.

Makeup Work

Teachers should make every effort to make sure make-up work is standards-based and focused on learning objectives that are necessary and crucial to master the content. Teachers should work within their professional learning communities to determine the appropriate amount of make-up work to determine student mastery.

The following provisions should be considered when assigning make-up work:

- Textbooks or other instructional materials may be requested for the student's use during the period of absence and must be returned promptly when the student returns to school.
- Work missed during the last week of the grading period must be made up by the tenth school day of the next semester.

All efforts should be made to conduct student assessments in-person rather than remote.

Monitoring Tardiness: If a student is tardy three or more times during a month, the teacher must contact the parent and remind the parent of the attendance policy. If a scholar accrues fifteen late arrivals or early checkouts a SWARM must be submitted.

