

Attendance Protocols for Blocks

***The same basic process should be used if you are failing to get any work from a student even if they are attending virtually.

Teachers Responsibility

1. If a student is absent from class 2 days, the teacher should call home. Multiple attempts should be made if no one answers the first time or the teachers must leave a message.
2. **Notes should be kept in Genesis.**
3. Once the student has reached 3 days the teacher should notify the student's counselor or case manager.
4. Any absences after that the teacher should email the counselor so they are aware.

Counselor/Case Manager Responsibilities

1. Upon receiving the email from the teacher, the counselor should first look at the notes in Genesis to look over comments from other staff members if any.
2. Counselor should then call home. Multiple attempts should be made if no one answers the first time or the counselor must leave a message.
3. **Notes should be kept in Genesis.**
4. After calling if the counselor is emailed by the teacher or sees that the student has acquired 4 absences the counselor/case manager should email Aiello and cc the teacher(s).
5. Counselor/case manager should continue to update AP with any new information received on the student.

Administrative Responsibilities

1. Once the email from the counselor is received by Aiello, he will review all notes in Genesis and assign to an Assistant Principal via email cc the teacher(s) and the counselor/case manager so they are aware of the progress.
2. Aiello will keep a log on students that have been referred and to who the student was assigned.
3. The AP will then attempt to make contact as well calling multiple times.
4. **Notes should be kept in Genesis.**
5. If no contact can be made a home visit may be required.
6. If contact is made, but attendance does not improve an in-person meeting with the parent(s) maybe scheduled.
7. The AP should keep the counselor/case manager and the teacher(s) in the loop via email as to the progress made.
8. Students who hit 6.5 unexcused absences will lose credit for that course and must appeal.

*****Once the problem is resolved if it occurs again please notify the counselor or assistant principal who worked on the issue last.**

Main Office Responsibilities

1. Mail out attendance letters for 3, 5, 7, 10 days absent for each class as well as 5 and 10 day consecutive absent from school.