

Clayton County Public Schools
Comprehensive Attendance Plan
Standard Operating Procedures

School Social Work
Department of Student Services
Division of Student Support Services

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Dr. Angela Horrison-Collier, Director of Student Services
Dr. April Madden, Deputy Superintendent-Student Services
Division of Student Support Services
Dr. Anthony W. Smith, Superintendent/ CEO of Schools



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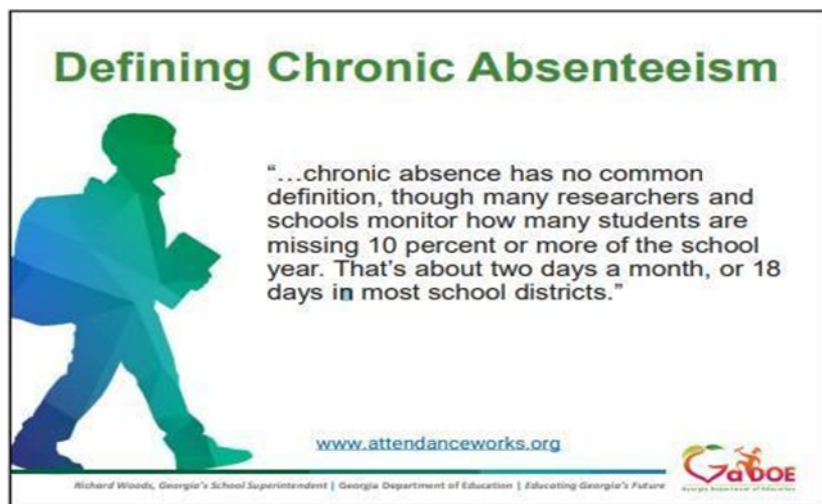
Introduction

The Georgia School Compulsory Attendance Law (O.C.G.A. 20-2-690.1) requires that students six to sixteen years of age attend a public school, private school, or a home study program. All children enrolled for 20 school days or more in public schools prior to their seventh birthday shall become subject to all provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-701, and the rules and regulations of the State Board of Education relating to compulsory school attendance even if they have not attained seven years of age.

To address truancy and attendance, Georgia state law (HB 1190) now requires that communities and schools work together to address truancy through the recommendations of their local Student Attendance Protocol Committee. The Chief Judge of the Superior Court of each county shall establish a Student Attendance Protocol Committee for its county. The purpose of this committee shall be to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take the required tests that are administered under the law of this state. The district-level student attendance protocol committee must ensure that all provisions of HB 1190 are implemented.

Absenteeism is an obstacle to student success. Clayton County Public Schools (CCPS) recognizes that significant improvement in attendance can only occur when stakeholders work collaboratively to promote student achievement. This collaboration requires understanding the responsibilities of the school, student, and parent to promote daily and on-time attendance

Truancy vs Chronic Absenteeism



Truancy - any intentional, unjustified, or illegal absence from compulsory education. It is a deliberate absence by a student's own free will and usually does not refer to legitimate excused absences, such as ones related to medical conditions.

Chronic Absenteeism -Students are considered chronically absent if they are absent at least ten percent of the instructional days enrolled in school.

Key Terms for Student Attendance Protocol

Tardy to School - Arrival to homeroom after the tardy bell.

Tardy to Class – Arrival to class after the tardy bell.

Excused tardy - includes uncontrollable events such as an accident, road closure due to an accident, power outage, etc.

Unexcused tardy - includes oversleeping, heavy traffic, errands for parents, delayed at a train crossing,

Truant – any child subject to compulsory attendance who has accrued more than five days of unexcused absences during the school calendar year.

Exception to Student Attendance Policy - School days missed because of an out of school suspension shall not count as unexcused days for determining student truancy

Parent and Guardian Responsibilities

- Support the school and your child by discussing the importance of daily and on-time attendance and the effect it has on the educational process.
- Communicate with the school regularly to monitor the progress of your child.
- Provide current and accurate phone numbers to prevent delay or lack of communication between you and your child's school.
- Inform your child of the time the school day begins and ends.
- Be aware of state law for mandatory school attendance and understand the penalties and consequences for absences and tardies.
- Understand and adhere to CCPS attendance and procedures.
- Call the school to inform your child's teacher(s) or designated attendance personnel when your child is absent. Arrange for make-up work and missed exams or quizzes at the time of the call.
- Provide notes or doctor's excuses with dates and reasons for the absence within three days of your child's return to school.

School Responsibilities

- School personnel will call parents or guardians utilizing the phone numbers listed in the district's student information system when a student is absent from school.
- Teachers will input attendance at elementary schools during homeroom, ELA and Math. Teachers will input attendance at the middle and high schools every period, every day.
- School personnel will keep on file telephone numbers where parents and guardians can be reached. Parents and guardians will be asked to submit the name of an alternate person if the school is unable to reach them.
- School personnel will input attendance notes within 24 hours of receipt.

Student Responsibilities

- Be aware of the state law for mandatory school attendance and understand the penalties/ consequences for absences and tardies.
- Understand and adhere to CCPS attendance and procedures.
- Provide a note or doctor's excuse from your parent or guardian to the designated person at the school within three days of your return to school.
- Be aware of the time school begins and ends.
- Attend all classes on time.
- Complete all make-up work, homework and missed tests.
- Request assistance with questions concerning make-up work, homework, and missed tests.

Attendance Procedures for Absences and Truancy

Excused Absences

Parents and guardians of students absent from school must provide a signed, written excuse or medical documentation giving the dates and reasons for the absence or tardy. This excuse must be submitted within three (3) days of the student's return to school. Absences from school will be documented as either excused or unexcused. Clayton County Board of Education policy delineates excused absences for the following reasons:

1. Personal illness
2. Serious illness in student's immediate family
3. Death in family
4. Court Summons
5. Religious holidays
6. Voting or registering to vote
7. Serving as a page for the Georgia General Assembly
8. Conditions rendering attendance impossible or hazardous to student health or safety
9. A court order or an order by a governmental agency, including induction physical examinations for service in the armed forces, that mandate absence from school
10. A student whose parent or legal guardian is in military service of the United States or the National Guard and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting shall be granted up to five school days per school year to visit with the parent or legal guardian prior to deployment or during leave (O.C.G.A 20-2-692.1).
11. Students in foster care attending court proceedings related to their foster care (student will be marked present).

Absences shall not penalize a student's final course grades if the following conditions are met:

1. Excuses are turned in within three (3) days of the student's return.
2. Make-up work for absences is completed satisfactorily. Work missed while the student is absent may be made up in a reasonable amount of time (JB 160-5-1-.10).
The principal or designee will answer questions regarding this procedure. It is the student's responsibility to initiate this process and complete all assignments.

3. A student receiving services under Section 504 of the Rehabilitation Act whose plan specifies no adverse consequences due to absences or tardies related to a disability noted within the plan should not suffer grading or academic consequences from excused absences. However, the student may be subject to the rules related to extracurricular events.

As a rule, students absent from school will not be allowed to participate in after-school activities such as athletic contests and club meetings. On rare occasions, there may be extenuating circumstances in which a teacher, parent, or guardian may appeal to the principal to make an exception to the rule. The final decision will be made by the principal.

The state requires that students have a minimum number of instructional minutes each day; therefore, late check-ins and early checkouts should be rare and occur only in emergencies.

- Elementary school schedules are 7:45 a.m. - 2:15 p.m.
- Middle school schedules are 8:45 a.m. - 3:45 p.m.
- High school schedules are 8:20 a.m. - 3:15 p.m.

School personnel will inform students and parents of the school's instructional hours and procedures for late check-in and early checkout.

Absence Notification

Parents and guardians are to notify the school by phone when their child is absent. Designated school personnel must receive a written excuse within three (3) school days of the student's return. A doctor's note is required if there are excessive absences, which is considered to be three (3) or more consecutive days. Three (3) absences initiate attendance procedures. Students ten (10) years or older by September 1 shall sign a statement indicating receipt of the letter that states the possible consequences and penalties related to absenteeism.

The school staff will make a conscious effort to notify parents that their child is absent from school; however, this cannot be achieved if the school does not have updated phone numbers and addresses. If the student has an appointment, they should be checked in as soon as possible to get the most benefit of the academic day.

Please review to determine whether a chronic health condition has been noted. If so, then a completed Individualized Health Plan (IHP) should be in the student's permanent record. If an IHP has not been completed, please obtain a form from school personnel or from the Clayton County Public Schools website. **For students who do not have a documented chronic health condition, school personnel may require appropriate medical documentation after three absences due to personal illness or the illness of an immediate family member.**

Attendance Related Codes

Code	Description
+	Tardy
#	Unexcused Tardy
@	Bus Late
1	Absent, Excused
2	Absent, Unexcused
3	In-School Suspension
4	Out-of-School Suspension
5	School Business
9	<p style="text-align: center;">Transportation Delay</p> <p><i>Used for a new Student with a Disability or Homeless student is enrolled and they need extra time to set up Transportation. It marks the student as absent without a penalty.</i></p>
H	Hospital Homebound
ISO	<p style="text-align: center;">Isolation: Contagious Diseases</p> <p><i>The student tested positive for Contagious Diseases. The front office or attendance secretary will mark this student as ISO. By doing this, the student will appear in Infinite Campus as present but learning virtually.</i></p>
QRT	<p style="text-align: center;">Quarantine: Contagious Diseases</p> <p><i>The student has been exposed to Contagious Diseases; the student will learn virtually instead of in-person. The front office or attendance secretary will mark the student as QRT. By doing this, the student will appear in Infinite Campus as present but learning virtually.</i></p>
LEV	<p style="text-align: center;">Life Event Virtual</p> <p><i>This code is used when a student experiences a traumatic event such as the death of a parent, sibling, or another immediate family member, homeless or fire that will remove the student from in-person learning for greater than three days. The School Social Worker will consult with the front office or attendance secretary to mark the student as LEV. By doing this, the student will appear in Infinite Campus as present but learning virtually. This is a temporary code and can only be used for 20 days.</i></p>

Daily Attendance Overview

- Attendance monitoring starts with the school. A systematic notification will be sent for daily attendance monitoring.
- When a student is absent three (3) or more days, the school designee will make contact with the parent or guardian via telephone and email.
- When a student returns to school, school staff will speak with the student regarding the nature of the absence to establish a sense of school connectivity and concern and to request documentation for the absences.

Role of the school district regarding five (5) unexcused absences:

- The principal's designee will retrieve student information relating to attendance, discipline, and academic performance in preparation for the 5 day Student Attendance Committee Meeting (SAC).
- The School Secretary will invite the parent or guardian to the scheduled 5 day SAC meeting at the school.
- The SAC team will facilitate the meeting (school-level intervention).
- After five (5) unexcused absences, an automated Attendance Letter will be generated from Clayton County Public Schools Central Office and sent via email to the student's parent(s) or guardian(s).

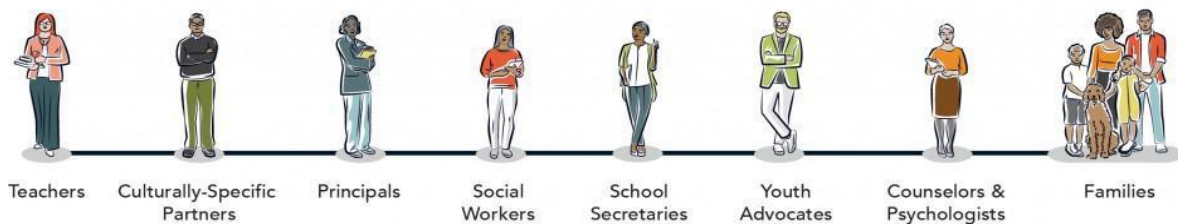
Operational Attendance Procedures and Special Considerations

- Homeroom daily attendance maintenance is to be entered daily with Infinite Campus by the principal's designee. All adjustments and corrections are to be entered by 11:30 am by the attendance secretary or principal's designee. (CCPS attendance codes are to be used to identify specific reasons for absence).
- An automated phone system will notify parents or guardians of students who are absent by 11:30 am each morning.
- The attendance secretary or principal's designee will refer to telephone numbers where parents or guardians can be reached during the school day. It is best practice that parents or guardians provide schools with up to three alternate contacts if they cannot be reached.
- Attendance code changes are based on notes provided by the students' parents/guardian.

Attendance Monitoring and School-Based Interventions

- Attendance monitoring starts with the school. When a student is absent, the principal's designee will contact the parent or guardian. All contact attempts will be documented in the Infinite Campus Contact Log.
- When a student returns to school, school personnel will discuss the reasons for the absences as well as the need for a written excuse.
- When a student is absent three (3) or more days, the school designee will contact the parent or guardian via telephone and email.
- After five (5) **unexcused** absences, an automated 5 day attendance letter will be emailed to the parent.
- A second notice will be provided to the parent inviting them to meet with the Student Attendance Committee (SAC).
- To comply with district expectations for Student Attendance Committee meetings, all schools are required to appoint a minimum of four school-based staff members every school year to serve on the Student Attendance Committee. Once the principal's designee sends the 5 day attendance letter, the Student Attendance Committee (SAC) is responsible for the following:
 1. Conduct meetings with at least two committee members present (School Level Interventions).
 2. Reach out to parents and provide them the opportunity to participate in the Student Attendance Committee (SAC) process.
 3. Complete all required documentation (Contact Log, Student Action Plan, etc.) in Infinite Campus.
 4. Follow up with parents, students, and other school personnel to help ensure the effectiveness of the SAC strategies developed at the meeting.
 5. Submit a social work referral, when necessary, for additional follow up with the student or parent.

Please note the image below as an example of potential SAC team members. Please keep in mind that the primary team is composed of building-level staff.



5 Unexcused Absences

- 5-day letter sent (school level intervention)
- SAC meeting held by SAC committee (school level intervention)
- Standing Order will be sent out by automation.
 - * A student that has been absent from school a total of ten (10) or more days, five (5) of which were unexcused for the prior school year will receive a standing order.
 - *A student that has been absent from school a total of ten (5) or more days which are unexcused for the current school year will receive a standing order).

See standing order

10 Unexcused Absences

Referral to the School Social Worker (SSW) is made after the above listed school level interventions have been completed and documented in Infinite Campus.

- A notification of truancy status will be forwarded to Juvenile Court along with the Truancy Action Plan.
- SSW interventions (individual, family, community) include: home visits, individualized case plans, Circle of Support, Check & Connect (for students), needs assessment, Individualized Educational Plan can be held for students with disabilities and or other interventions.
 - *An IEP meeting for students with disabilities as indicated in the section for Students with disabilities.
- The Parent and student will be invited to a Parent/Student Truancy Meeting.

11 or More Unexcused Absences

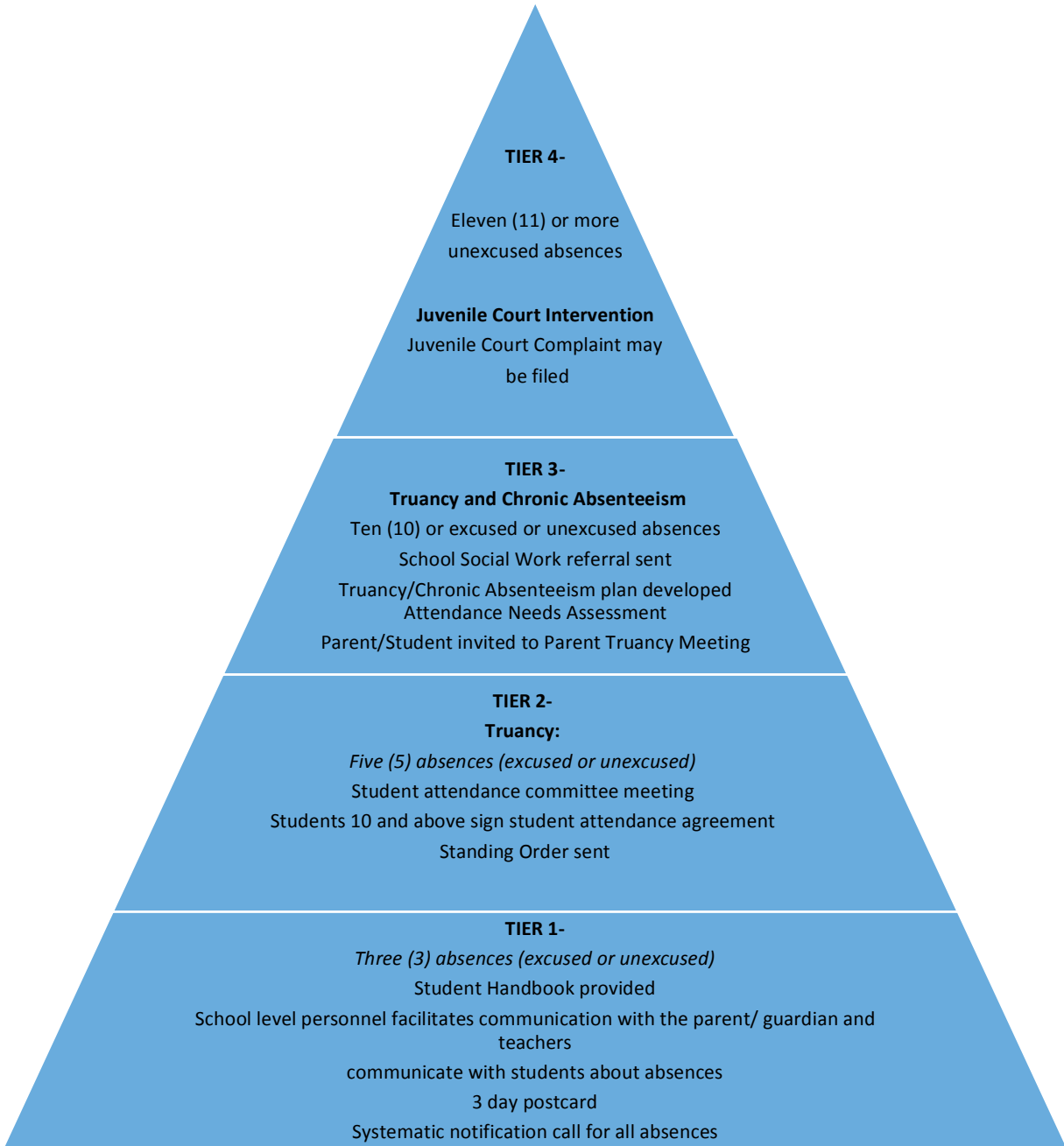
- **A Juvenile Court Complaint** may be required if the student does not respond to the **Truancy Action Plan (TAP)** and continues to accrue unexcused absences. The school system shall refer the student and family to the Clayton County Juvenile Court if parents or guardians are noncompliant with attendance interventions or attendance does not improve after the student has accumulated ten unexcused absences (according to O.C.G.A. §15-11-381)

Attendance Protocol Chart for Elementary, Middle, and High School

<p align="center">By September 1 of each school year or 30 days after enrollment of student (Students under 16 years of age)</p>	<p>A parent notification is issued explaining attendance expectation and possible penalties and consequences of unexcused absences. This form requires the signature of a parent or guardian (and any student ten-years-old or older by September 1 of each school year).</p>
<p align="center">3 Excused or Unexcused Absences</p>	<p>3-day notification of absences is sent to parents.</p>
<p align="center">5 Unexcused Absences</p>	<p>5-day letter sent (school level intervention)</p> <p>Student Attendance Committee (SAC) meeting held by SAC committee (school level intervention)</p> <p>Automated Standing Order delivered at the district level.</p> <p>* A student that has been absent from school a total of ten (10) or more days, five (5) of which were unexcused for the <i>prior</i> school year will receive a standing order.</p> <p>*A student that has been absent from school a total of ten (5) or more days which are unexcused for the <i>current</i> school year will receive a standing order).</p> <p>See standing order.</p>
<p align="center">10 Unexcused Absences</p>	<p>Referral made to the SSW (School Social Worker) after the above listed school level interventions have been completed and documented in Infinite Campus. The SSW will work to complete the Truancy Action Plan. These SSW interventions (individual, family, community) include: home visits, individualized case plan, Circle of Support, Check & Connect (for students), needs assessment, and or other interventions. The IEP team for students with disabilities will meet to review support for attendance and any other needs preventing the student from attending school.</p>
<p align="center">11 or More Unexcused Absences</p>	<p>A Juvenile Court Complaint may be filed if the student does not respond to the School Social Work Interventions or Parent Truancy Meeting (PTM). The school system shall refer the student and family to the Clayton County Juvenile Court if parents or guardians are noncompliant with attendance interventions or attendance does not improve after the student has accumulated ten unexcused absences (according to O.C.G.A. §15-11-381).</p>

Clayton County Attendance Pyramid of Interventions

The pyramid graphic (below) shows how the 4 Tiers of Intervention sit on top of foundational support.



Attendance for the Virtual Studies Temporary Engagement Program (VSTEP)

Virtual Studies Temporary Educational Program (VSTEP)

The Virtual Studies Temporary Educational Program (VSTEP) is designated for Clayton County Public School students that have been isolated or quarantine due to a public health concern or who have experienced a traumatic event. Some examples of traumatic events are the death of a parent, sibling and/or other immediate family member, a homeless student, if the student has experienced a fire or any other traumatic event that may cause the student to be removed from in-person learning for greater than three (3) days.

When a student is identified as having a traumatic event, the designated School Social Worker should be consulted to determine if the student meets the guidelines for a Life Event. If the student meets the requirements, the School Social Worker will consult with the School Counselor regarding the student being placed in the VSTEP. The School Social Worker will also consult with the front office/ attendance secretary regarding the proper attendance code to use while the student is in VSTEP. While the student is in VSTEP the student will appear in Infinite Campus as present but learning virtually. Students assigned to VSTEP can only be in the program for 20 school days.

Incarceration, Hospitalization, Other Institutionalization, and Foster Care Court Proceedings

A student who is incarcerated, hospitalized, or receiving services in any institutional setting outside of CCPS and receiving academic instruction should not be documented as absent.

Attendance Procedures for Incarceration and Foster Care

- Incarcerated students should not be withdrawn until notice is received from the Juvenile Justice System that the student has been detained or sentenced.
- If a student becomes incarcerated, that student can be withdrawn from the school's roster upon notification from the Juvenile Justice System.
- Students in foster care who attend court proceedings related to their care will be marked present.

Attendance Procedures for Hospital Homebound

A student may be eligible for hospital-homebound instruction as outlined in State Board policy based on the following criteria:

- Receipt of a completed medical referral form signed by a physician as defined in state law and licensed by the appropriate state agency or board. This referral form must indicate that a student will be absent a minimum of ten (10) consecutive school days or that the student has a chronic health condition causing absenteeism for intermittent periods of time.
- Students with absences due to pregnancy related medical conditions, services, treatment, childbirth, and recovery are eligible for hospital homebound services. Students must satisfy the

eligibility requirement for hospital homebound before services can begin. [The Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services reflects the following Title IX, statement: Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery shall be treated as any other temporary medical condition or disability

- Hospital-homebound teachers are responsible for maintaining accurate attendance records of all visits made in the performance of instructional services.
- The attendance records of each student served will be reported to the school of enrollment as excused or unexcused. The school's attendance secretary or the principal's designee will enter the Hospital Homebound teacher's attendance record into the computer.
- Excused absences are entered when students are too ill to keep scheduled sessions.
- Unexcused absences are entered when scheduled sessions are canceled without valid medical reasons.

CCPS Hospital-Homebound (HHB) Attendance Guidelines

1. The HHB student shall be counted present for the entire week when provided instruction on an individual basis or as part of a group by the HHB teacher for a minimum of three hours per week. Note: The “H” code should be used to record attendance.
2. A HHB student shall be counted absent for the week when the HHB teacher’s visit is canceled by the parent or guardian, emancipated minor, or student 18 years of age or older. The HHB teachers may reschedule the canceled session. Once the scheduled session is completed, the student is counted present in accordance with the Georgia State Board of Education Rule 160-5-1-.10 -Student Attendance.
3. If the HHB student is unable to receive HHB instruction during the school week due to the medical condition, the HHB teacher will schedule a make-up session. Once the session is completed, the student is counted present in accordance with the Georgia State Board of Education Rule 160-5-1-.10 Student Attendance.
4. Make-up sessions must document the date of the absence being made-up, the number of hours of instruction, the content area(s) taught, and a description of the lesson(s) covered.
5. The health care facility providing approved HHB services to a student in care must submit verification of the number of instructional hours the student received. Confirmation of hours should be submitted to the designated CCPS HHB contact in order for the student to be counted present.
6. HHB students that are enrolled in CCPS virtual learning platforms will receive credit for required HHB instructional hours.

Procedures for Suspensions

Short Term Suspension - The Superintendent, an assistant superintendent, a principal, an assistant principal, or other officials in charge of a school or related institution may suspend a student for a period not exceeding ten (10) school days for violation(s) of rules in the Clayton County Public Schools discipline procedures, rules and regulations of the Board of Education, school policy, or any state or federal law.

Long Term Suspension -A student shall be subject to expulsion for the remainder of the school year or suspension for any period in excess of ten (10) days for conduct that is in violation of rules in the Clayton County Public Schools discipline procedures, rules and regulations of the Board of Education, school policy, or any state or federal laws. Such actions of expulsion or suspension will be administered by the Board of Education (OBOE Policy JD 160-4-8-.15,O.C.G.A. 20-2-751). The disciplinary tribunal acts on behalf of the Board of Education.

- Students listed by an administrator as suspended that are placed in a designated area on campus or virtual space should be coded as in-school suspension. The attendance secretary or the principal's designee should code the daily attendance with the code "3" (three) to designate In-School Suspension
- Students listed by an administrator as suspended who are not allowed on campus during the suspension period, should be coded "4" (four) to designate Out-of-School Suspension.
- Students expelled from Clayton County Public Schools through Disciplinary Tribunal should be withdrawn with the code E (Expelled).

NOTE: Any questions regarding the proper code for attendance should be referred to the building level administrator.

Attendance Procedures for Field Trips

The Clayton County Board of Education recognizes the desirability of certain field trips and excursions that provide instructional experiences. These experiences should enrich the instructional program of Clayton County Schools. The Superintendent or designee must approve extended trips (those requiring more than one day to complete), long-distance trips (exceeding 200 miles round trip), trips out of state, or trips of an exceptional nature.

A list of students participating in a school-approved field trip should be provided to the attendance secretary or principal's designee for proper coding of students.

- All students in attendance of a school-related and approved field trip, which does not interfere with an extended period, should be considered as present.
- The attendance secretary or the principal's designee should enter all students with code "5" (five) to designate school business if they are involved in an approved school activity for an extended period that will interfere with their instructional time.

Withdrawal Procedures

To withdraw students from school, you must follow the procedures listed below and enter the appropriate withdrawal code. Another process is required for students receiving special education services. Please consult with Division of Exceptional Students (DES) personnel before withdrawing a student receiving special education services (see DES appendix).

Whereabouts Unknown (All Students under the Age of Sixteen)

Students may not be withdrawn from enrollment solely because of excessive unexcused absences; however, students with ten (10) consecutive unexcused absences may be withdrawn from enrollment after following the procedures set forth below and their whereabouts continue to be undetermined. **The principal's designee will implement the following procedures:**

- Call all phone numbers on file for the student, including emergency contacts.
- Send a letter to the student's last known address asking the parents or guardians to call or come to the school to discuss the student's absenteeism.
- If the letter is returned, a school social worker referral may be made to further substantiate that the family's whereabouts are unknown.
- If the parent fails to respond within 5 school days from the date of the letter, the student may be withdrawn.

The School Social Worker will implement the following procedures:

- Assist with the verification of the family's last known address to substantiate the student's whereabouts.
- Report the findings to the principal or designee.

*****All of the above efforts are to be documented in Infinite Campus*****

Whereabouts Unknown (All Students Sixteen Years of Age and Older)

The principal or designee will initiate the following steps for ten (10) or more consecutive days of unexcused absences:

- Call all numbers on file for the student, including emergency contact numbers, to address the student's attendance.
- Send a letter requesting a meeting with the parent or guardian to address absences. If the parent responds to the letter the COS will conduct a parent conference. During this meeting, school staff, parents or guardians, and students should develop strategies and interventions to increase attendance. These meetings should take a comprehensive approach to examine the student's profile (i.e. grade history, test scores, retentions, and attendance). School support staff (i.e. School Psychologists, School Social

Workers, Special Education Personnel, etc.) can be invited to the meetings to assist in developing strategies and interventions.

- If the letter is returned and the Principal or designee has made every effort to contact the parent by phone (without success), a School Social Work referral may be made to further substantiate that the family's whereabouts are unknown.
- If the parent fails to respond within 5 school days from the date of the letter, the student may be withdrawn.

The School Social Worker will implement the following:

- Assist with the verification of the family's last known address to substantiate whereabouts.
- Report findings to the Principal or Designee.

If the School Social Workers' findings support that the family no longer lives at the address, the student may be withdrawn.

*****All of the above efforts should be documented in Infinite Campus*****

Withdrawal: Students Under the Age of Sixteen

In situations where the parents or students are requesting to withdraw from school, the Principal or designee should follow the steps listed below:

- Schedule Parent Conference within two (2) days of receipt of the request to address the identified problems and implement strategies. This meeting should take a comprehensive approach in examining the student's profile, (i.e. grade history, test scores, retention and attendance). Members of the Circle of the Support team (i.e. teachers, school social worker, psychologist, administrators, etc.) can be invited to the meeting.

Below are some possible interventions for the conference:

- Provide resources to alternative education programs in the community (i.e. Job Corps, Youth Challenge, GED programs, etc.).
- Provide a general description of the rights to educational services that are being waived as a result of dropping out.
- Provide a description of the rights to educational services retained under the law. This includes the rights of students who have dropped out of school to return to school and to a due process appeal if the right to return to school is challenged by the local school.
- Advise of the disadvantages of dropping out of school and the long-term impact of their decision.
- Provide statistical data regarding the unemployment of dropouts and lower salaries and other factors.
- Parents and students sign a statement acknowledging their understanding of the possible consequences of their decision to allow the student to drop out of high school.

- If a parent agrees to place a student in an identified school or program, withdraw the student and code as T, W, O, or H, depending on the identified school or program. See Code chart below.
- If the parent does not agree to place the student in an alternative school setting, withdraw the student and code as R.

*****All of the above efforts are to be documented in Infinite Campus*****

Records with these withdrawal codes will be included in dropout statistics.

Note Regarding Re-enrollment of Students Over Sixteen Years of Age

The Clayton County Public School System shall not deny re-enrollment of a student who is over sixteen (16) years of age and seeks re-enrollment after dropping out of school unless the student due to age and a lack of credits, is unlikely to attend classes during the normal school year and will not graduate before his or her twenty-first birthday. Such students shall be counseled regarding educational options that may best meet their individual needs.

Withdrawal: Department of Exceptional Students

(see appendix) [**DES Attendance/Withdrawal Procedures**](#)

After a student with a disability has accrued 10 unexcused absences but prior to withdrawal; the *Intent to Withdraw* link should be used to notify the Department of Exceptional Students of the student's intent. The Lead Teacher for Special Education (LTSE), DES Coordinator, and DES Director will be notified. The LTSE and Case Manager will attempt to schedule an IEP meeting to address attendance and access concerns.

- The Case Manager or LTSE will attempt to conduct and document the IEP meeting and other communication with parent(s) in the Infinite Campus Contact Log.
- The Case Manager or LTSE will communicate with the DES Coordinator before the student's withdrawal is finalized.
- A letter outlining the Board's policy on withdrawal for lack of attendance will then be sent to the parent from the DES Department/Director's office. This letter will also be forwarded to the school. In accordance with board policy, the last day of attendance will be marked as the student's 10-day marking period (see attached DES appendix).

Runaway Status of Enrolled Students

School staff should verify that the parent has reported that the student is considered to be a runaway to proper authorities. Once verification of the student's runaway status has been verified with the School Resource Officer (SRO) and verification has been received from the proper officials. The student should be withdrawn from their first day of absence. The student can be re-enrolled at any time.

Withdrawal Codes

The following are state codes listed in the withdrawal procedure. The descriptions are listed below.

Code	Description
*B	Marriage
C	Court Order or Legal Requirement
D	Death
*E	Expelled
*F	Job Related/Financial Hardship
G	Graduation
H	Attend Home School
*I	Incarcerated/Adult Penal System
*L	Low Grades/School Failure
*M	Military
*O	Adult Education/Post-Secondary
*P	Pregnant/Parent
R	Removed for Lack of Attendance
S	Serious Illness/Accident
T	Transferred to another school in another Georgia Public School/Juvenile Justice
U	Unknown
V	Advanced to another school in the system
W	Transferred to another school in the system
X	Transferred out of state or country or to a private school
Y	SB10 Transfer to State School
Z	SB10 Transfer to Private School

Home Visits, Safety, and Attendance

Home visits are useful to mitigate barriers between the home and school; however, home visits can also pose threats to the safety of the staff initiating them. Therefore, home visits should only be conducted when necessary. School Social Workers (SSW) are diligently working on initiatives to address food insecurity, housing needs, illness, and the death of loved ones along with other barriers that students and families face due to the pandemic. The rise of Covid-19 exposures in addition to student struggles with economic, physical, and emotional health provide many challenges to School Social Workers providing supportive services that bridge the gap between the school, home, and the community.

Requesting a Home Visit Related to Attendance

For Safety reasons, School Social Workers (SSW) are strongly encouraged not to conduct a home visit alone. Another team member should accompany them.

School Resource Officers, members of Safety and Security, or other School Personnel may be asked to accompany a School Social Worker as necessary.

Consistent and ongoing engagement is important for the success of our students; therefore, School Personnel may be asked to provide evidence that all other measures have been exhausted before requesting a home visit. It is recommended that school-level efforts (phone communication, email, mailed letters, etc.) should be made and documented in Infinite Campus (IC) prior to a home visit request.

There are many effective ways to engage students and their families. Therefore, School Social Workers have the autonomy to utilize their professional training, experience, and judgment when asked to conduct a home visit. A request for a home visit does not ensure that a home visit will be conducted or is necessary.

- To promote trust, engagement, and mutual collaboration, home visits by School Social Workers should not be utilized to threaten students, parents, or their families.
- Home visits are not conducted for welfare checks. The School Resource Officer (SRO) or local police department conducts welfare checks.
- Home visits are not conducted to transport students or parents.
- Home visits are not conducted for retrieving signatures from a parent or guardian for district paperwork.
- Home visits are only conducted for students with attendance or disciplinary concerns when all attempts to contact the parent or guardian have failed.

- The district attendance protocol should be followed for students with attendance concerns.
- The district disciplinary protocol should be followed for students with disciplinary concerns.
- The School Social Worker (SSW) conducts home visits when schools are unable to contact a parent or guardian and (3) attempts have been made to the parent/guardian and documented in Infinite Campus.
 - Please allow twenty-four (24) hours for the parent or guardian to respond to all communication prior to initiating a home visit request.
 - For residency concerns, the residency letter should be mailed prior to a home visit request.
 - In the event that the parent or guardian does not provide the updated proof of residency requested after the letter has been mailed, a home visit may be requested. The school may proceed with withdrawal due to the student residing outside of the attendance zone. The parent may re-enroll the student with the proper updated residency documentation.
- For returned mail, a home visit is not required as the returned letter substantiates a lack of residency.
 - The residency letter can be sent home with the student or emailed to the parent or guardian.
 - In the event that the parent or guardian does not provide the updated proof of residency requested, the school may proceed with withdrawal due to the student's residency outside of the attendance zone. The parent may re-enroll the student with the proper updated residency documentation.

Collaborative Programs That Support Attendance Truancy Protocol

The following programs were created to circumvent many of the contributing factors to absenteeism:

Circle of Support (COS)

The Circle of Support (CoS) is a team of school, district, and community support personnel who collaborate to uncover the underlying reasons why students might experience academic and behavioral challenges. The team seeks to problem-solve based on identified needs by providing evidence-based strategies targeted toward high performance.

Virtual Educational Recordings

Clayton County Juvenile Court Judges along with Clayton County Public Schools' Social Work department will facilitate presentations that focus on the importance of school attendance, laws, and procedures. To make this information readily accessible, an educational recording will be produced that contains a presentation done by a Clayton County Juvenile

Court Judge.

Truancy Sweeps

The Clayton County Juvenile Court will cooperate with law enforcement officials in conducting periodic truancy sweeps throughout the school year. Law enforcement officers will "sweep" through a targeted school's district and question any children suspected under the age of sixteen (16) as to why they are not in school. Compulsory-aged students are the focus of the truancy sweeps.

Truancy Citations

All law enforcement officers in Clayton County are encouraged to question any child appearing sixteen (16) years of age or younger not in school during school hours if the child is not with a parent. If the officer determines the child should be in school, the officer shall transport the child to school and issue a Truancy Citation. The attendance clerk or other school personnel shall contact the parent and advise the School Social Worker if the child has had ten (10) or more prior unexcused absences.

Appendix

CCPS Protocols and Rules for ISS and OSS

Virtual and In Person Learning

[GENERAL POLICIES OF ISS DURING VIRTUAL LEARNING LINKED.docx](#)

DES Attendance and Withdrawal Procedures

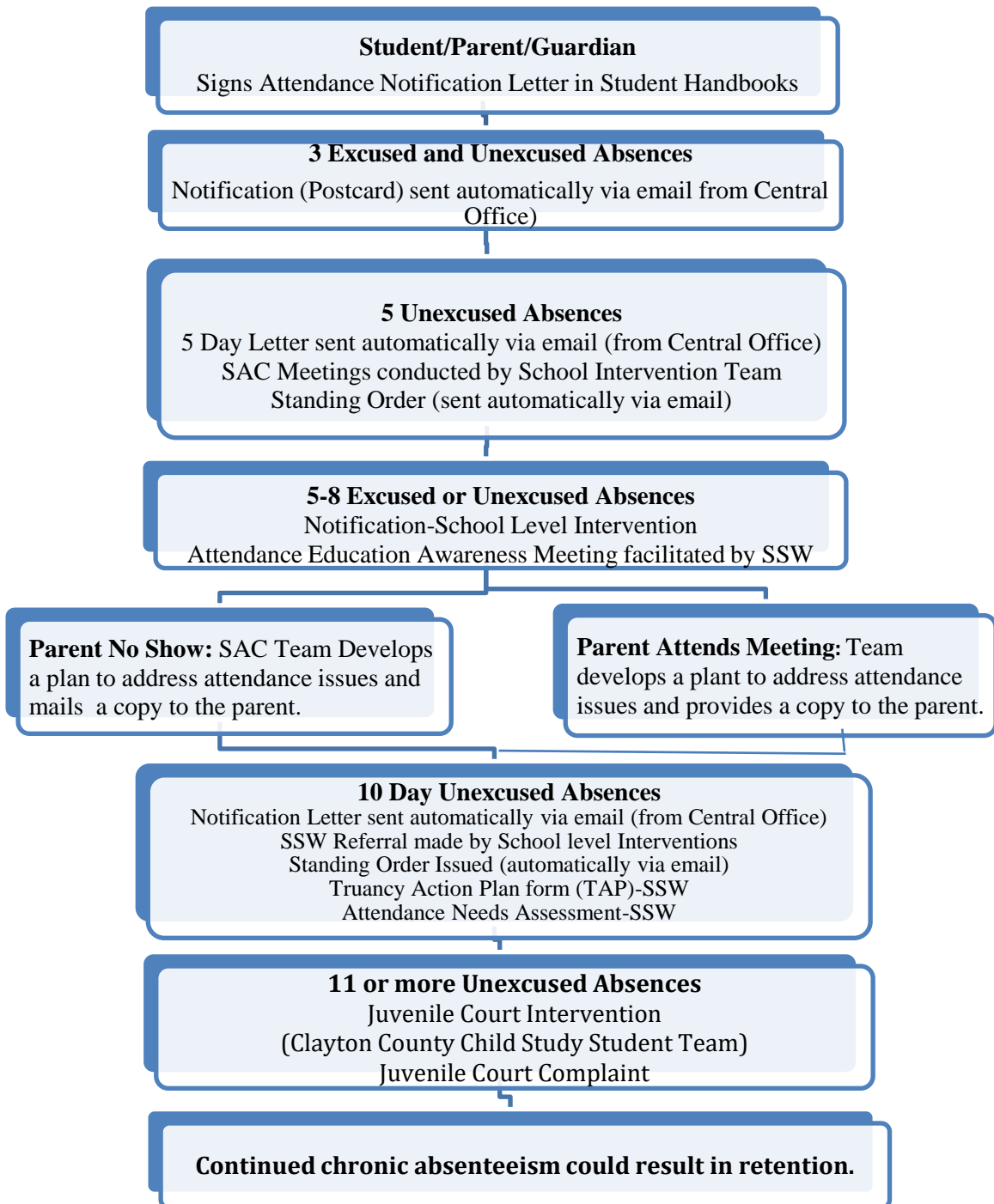
[DES Attendance/Withdrawal Procedures](#)

The state of Georgia has compulsory attendance laws for children ages 6 to 16. Additionally, students who attend kindergarten for at least 20 days are subject to compulsory attendance laws. Students with disabilities must also follow Georgia compulsory attendance laws, the Clayton County Board Policy JBD-R (1), and CCPS attendance guidelines. The steps below must be followed and considered by the administration when making decisions about students with disabilities enrollment and withdrawal.

- A student must attend all on-site sessions as outlined in the student's Individualized Education Program (IEP) to be marked present. If the student fails to meet the requirements, the student should be marked absent in Infinite Campus.
- After 5 unexcused absences, the school team must follow board policy and procedures and notify the parent of the student's absences and schedule the required attendance meeting. Documentation of all attempts and meeting outcomes should be added to Infinite Campus' Contact Log. A Social Worker Referral should be completed in Infinite Campus after the student's tenth unexcused absence.
- Although Board policy and district procedures dictate that a student will be automatically withdrawn following attempts to meet with the parent and *if* the documentation per board policy is noted correctly, additional communication and support efforts are required for students with disabilities per DES processes.
- **After a student with a disability has amassed 10 unexcused absences but prior to a withdrawal**, the Intent to Withdraw link should be used to notify the Department of Exceptional Students of intent to withdraw. The Lead Teacher for Special Education (LTSE), DES Coordinator, and DES Director will be notified. The LTSE and Case Manager will attempt to schedule an IEP meeting to address attendance issues and concerns.

- The Case Manager or LTSE will document the IEP meeting, attempt to conduct an IEP meeting, or other communication with parent(s) in the Infinite Campus Contact Log and communicate with the DES Coordinator before the student's withdrawal is finalized. A letter, outlining the Board's policy on withdrawal for lack of attendance will then be sent to the parent from the DES Department or Director's office. This letter will be forwarded to the school. **In accordance with the Clayton County Public School board policy, the last day of attendance will be marked as the student's 10-day marking period.**
- If a student with Special Education services withdraws to attend *Home Study* or *Private School*, the parent will be contacted to discuss potential support as documented through a Service Plans (SP).
- If a student withdraws for any reason, (or is withdrawn due to lack of attendance), then re-enrolls, CCPS cannot guarantee that the student will be assigned to the same school or teacher due to potential enrollment and scheduling changes.

Building a Better Today, Tomorrow
Clayton County Public Schools
Attendance Procedures Flow Chart
Under 16 years of age



The following questionnaire is designed to explore the Home, Social, and Mental Health of your student – rating scale differs for each question to allow for further discussion. Feel free to ask additional questions as needed.

SSW ATTENDANCE INTERVENTION & NEEDS ASSESSMENT



The following questionnaire is designed to explore the Home, Social, and Mental Health of your student – rating scale differs for each question to allow for further discussion. Feel free to ask additional questions as needed.

NAME: _____

DATE: _____

SCHOOL: _____

DEMOGRAPHICS

Student Age/Grade _____ Address Verification _____
(Check all that apply.) HED _____ SPED _____ 504 PLAN _____ DES _____

What type of residence is it: ___ House ___ Apartment ___ Shelter ___ Motel/Hotel ___ Foster Home ___ Other (Describe below.)

Transportation to school: ___ Bus ___ Car ___ Ride share ___ Walker ___ Other (Describe below.)

Who do you live with: Parent Guardian Foster Parent Other (Describe below)

HOME ENVIRONMENT

Do you have difficulty getting up for school in the morning? YES NO

Is there an adult at home when you leave for school in the morning? YES NO

In the last week have you refused to take the bus to school? YES NO

School Climate

Do you feel safe at school? YES NO

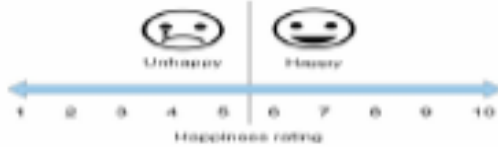
Do you feel supported by teachers and school staff? YES NO

Do you have an interest in or participate in extracurricular activities at school? YES NO

Health & Mental Health

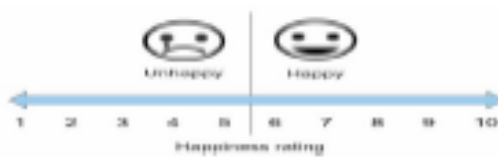


How would you rate your overall mood?



Do you or someone in your household have a health condition? YES NO

In general, how would you rate your overall mood about school?



Social Environment



Do you get along with your peers at school? YES NO

Is there anything going on at home that prevents you from coming to school? YES NO

How does school fit into your goals? _____

Additional information: _____

SSW Truancy Action Plan



CCPS- School Social Worker Truancy (TAP)

This serves as the official notification that the student referenced below has accumulated at least 10 Unexcused Absences. This detailed plan below describes interventions that will be completed by school staff and School Social Workers prior to QUAD-CST referrals if needed.

School Social Worker: _____
 Date TAP Submitted to QUAD-CST: _____
 Parent(s)/Guardian(s) Name: _____
 Parent(s)/Guardian(s) Contact Information: _____
 Student Name: _____
 Student ID #: _____
 Date of Birth: _____
 Grade: _____
 School Assignment: _____
 SSW Attendance Referral: _____

Received Check & Connect: Yes No

Date Check and Connect Began
 Interventions provided (at least 3)

<input type="checkbox"/>	Student Attendance Committee Meeting	<input type="checkbox"/>	Positive Behavioral Interventions and Support Referral
<input type="checkbox"/>	Circle of Support Meeting	<input type="checkbox"/>	Student Engagement Specialist Referral
<input type="checkbox"/>	Attendance Education Awareness Session Referral	<input type="checkbox"/>	Behavior Correction Action Plan
<input type="checkbox"/>	Home Visit Conducted	<input type="checkbox"/>	Department of Family and Children Services Referral
<input type="checkbox"/>	Individual Session with Student	<input type="checkbox"/>	Community In Schools Referral
<input type="checkbox"/>	Group Session with Student and Others	<input type="checkbox"/>	Consultation with Staff and/or Agencies
<input type="checkbox"/>	Economic Aid Services	<input type="checkbox"/>	School Refusal Needs Assessment
<input type="checkbox"/>	S.P.A.R.K. Referral	<input type="checkbox"/>	Attendance Needs Assessment
<input type="checkbox"/>		<input type="checkbox"/>	Other:

Additional Notes:
3 Day Postcard

CLAYTON COUNTY PUBLIC SCHOOLS
GROWING OUR FUTURE!



WE MISSED YOU!



Too many absences • excused or unexcused • can keep students from succeeding in school and in life. How many are too many? 10% of the school year • that's 18 missed days or 2 days a month • can knock students off track.

**STAY ON TRACK - YOUR
FUTURE DEPENDS ON IT!**



Clayton County Public Schools

Division of Student Support Services

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

DR. ANTHONY W. SMITH
Superintendent/CEO

DR. APRIL C. CRAWFORD
Deputy Superintendent of Student Support Services

Dear Parent or Guardian:

This letter serves as official notification to you that, according to our school records, **students name**, has at least five unexcused absences.

While we understand there are legitimate reasons for children to be absent from school, we also know that students who have excessive absences, regardless of the reason, are less likely to succeed academically. When students improve their attendance rates, they improve their academic prospects and chances for graduating.

To assist us in improving your child's school attendance, we are asking that you join us for a Student Attendance Committee (SAC) meeting. This meeting will be scheduled by the school's attendance committee.

As a reminder, a parent/guardian or other person residing in the State of Georgia who has control or charge of a student who is enrolled in public schools is responsible for ensuring that the student attends school, in accordance with **O.C.G.A. § 20-2-690.1 (b)**. Therefore, the said child, parent, guardian or other person residing within Clayton County of the State of GA will be issued an Administrative Standing Order on Mandatory School Attendance by the Clayton County Juvenile Court pursuant to Rule 1.2 UJCR.

As we work together to improve your child's attendance, if you have any questions regarding this letter or your students school attendance please feel free to email studentattendance@clayton.k12.ga.us or contact the School Social Worker.

Sincerely,

Copy: Student's permanent record
Homeroom:
Date Originated:



Clayton County Public Schools

Division of Student Support Services

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

DR. ANTHONY W. SMITH
Superintendent/CEO

DR. APRIL C. CRAWFORD
Deputy Superintendent of Student Support Services

Parent/Guardian of:

Dear Parent or Guardian:

This letter serves as official notification to you that, according to our records, **students name**, has ten (10) days of unexcused absences.

While we understand there are legitimate reasons for children to be absent from school, we also know that students who have excessive absences, regardless of the reason, are less likely to succeed academically. Missing 10 percent of the school year, or about 18 days from school, negatively affects a student's academic performance. When students improve their attendance rates, they improve their academic prospects and chances for graduating.

We believe that you care greatly about your child's education and want to see them acquire the skills they need to succeed in school and have a bright future. Please be reminded that according to O.C.G.A 15-11-381, a student is determined Truant and is subject to compulsory attendance who during the school calendar year has missed more than ten days due to unexcused absences. Therefore a notification of truancy status will be forwarded to Clayton County Juvenile Court and a Truancy Action Plan will be developed.

As we work together to improve your child's attendance, if you have any questions regarding this letter or your students school attendance please feel free to email studentattendance@clayton.k12.ga.us or contact the School Social Worker.

Sincerely,

School Social Worker

**IN THE JUVENILE COURT OF CLAYTON COUNTY
STATE OF GEORGIA**

**ADMINISTRATIVE STANDING ORDER ON MANDATORY SCHOOL
ATTENDANCE OF THE
CLAYTON COUNTY JUVENILE COURT PURSUANT TO
RULE 1.2 OF THE UJCR**

This order applies to every parent, guardian or other person residing within the county of Clayton of the State of Georgia having control or charge of a child or children during the ages of mandatory attendance being their sixth and sixteenth birthdays as required in subsection (a) of O.C.G.A. §20-2-690.1, and/or a child or children subject to being classified as a child in need of services as defined in O.C.G.A. §15-11-2(ii)(A)(1) who is subject to mandatory attendance and who is habitually and without good and sufficient cause truant as defined by O.C.G.A. §15-11-381(6) meaning having ten (10) or more days of unexcused absences from school in the current academic year.

This order is entered in accordance with Rule 1.2 of the Uniform Juvenile Court Rules governing the adoption of local operating procedures for the purpose of establishing procedures for a specialty court being created for the purpose of promoting parental accountability in cooperating with established school protocols to reduce the number of unexcused absences from school, and increase the percentage of students present to take tests which are required to be administered under the laws of this state.

Any child who has been determined to have been absent from school for a total of ten (10) or more days, five (5) of which were unexcused for the prior Clayton County school year to the date of this order shall be provided with a copy of this order upon enrollment as notice of their obligations under the law. Any child after having enrolled in a Clayton County school for the current academic year and is absent a total of five (5) days which are classified as unexcused shall be provided with a copy of this order and required by law to cooperate and abide by the following requirements as a matter of law.

Upon being provided with a copy of this order and/or being assigned to Quad-CST, the child and parent, guardian or legal custodian are ordered to comply with all mandates of the school system and Quad-CST in treating the family and child to prevent the filing of a formal child in need of services, dependency, or petition for protective order to insure compliance with the law. The child and parent, custodian, or legal custodian are ordered to maintain a valid address and phone number on file with the school at all times and shall notify the school of a change in address or phone number within forty-eight (48) hours of the change excluding weekends and holidays. The child and parent, custodian, or legal custodian shall open the door and confer with upon visits by and/or answer calls and/or return calls of any social worker, DFCS worker, or court personnel assigned to their case.

Failure to comply with this order can subject the parent, guardian or legal custodian to be apprehended and brought before it upon either a writ of summons, a warrant duly issued or by arrest pursuant to O.C.G.A. §15-11-7(a). The court may issue a protective order pursuant to O.C.G.A. §15-11-29 or a parental accountability order under O.C.G.A. §15-11-29.1 or commence a dependency or child in need of services action in regard to the child pursuant to O.C.G.A. §15-11-150 and §15-11-390.

To this end, the Clerk of Court shall have the direction to adopt internal guidelines and take additional steps to effectuate the intent of this Order.

SO ORDERED this 27th day of July, 2017



Honorable Bobby D. Simmons
Presiding Judge, Clayton County Juvenile Court
Clayton Judicial Circuit



Honorable Steven C. Teske
Chief Judge, Clayton County Juvenile Court
Clayton Judicial Circuit