ELEMENTARY PROTOCOL

Teachers:
Teachers will take attendance daily at between 8:30 a.m. and 9:20 a.m. and update daily attendance by the end of the Board Day. If a student participated in the classroom later in the day, within or beyond the Board Day, (see Distance Learning Participation Guidelines) the teacher will email the Attendance Technician as soon as possible and request that the student is marked present for that day.

For Distance Learning, teachers will document how students participate in distance learning. Teachers will maintain a weekly engagement record through the PowerSchool gradebook for attendance, participation, and for tracking assignments.

Distance Learning Participation Guidelines:
Students are expected to show evidence of participation in the classroom in the following ways:

● Logging into the online platform
● Participating in virtual Office Hours
● Responding to teacher announcements or e-mails
● Completing assignments or assessments
● Contacts between teachers, students and parents by email, text or phone
● Participating in daily check-in surveys
● Contacts with other members of the School Attendance Review Team (Counselors, Expanded Learning staff, attendance office staff, activities advisors, athletic coaches, peer mentors, tutors, school nurse, and others)
● Group on-line chat/discussion board participation, shared document hangouts
● Participation in Zoom or Google Hangouts meetings

Attendance Technicians:
Attendance Technicians will monitor that the teachers are taking daily attendance and communicate with the principal on an on-going basis. If attendance is not completed, the attendance technician will email the teacher to remind them to take attendance and will copy the school administration in the email message.

On the third day of instruction each week, the Attendance Technician will print a report that includes all students who have missed three days of instruction during that week. The Attendance Technician will provide these reports along with contact information to the designated school personnel so that the team can engage with families. This report will be printed on the 4th and 5th day of instruction.

Attendance technicians will continuously check emails from designated personnel and teachers to update the attendance records.

Designated Personnel / School Engagement Teams:
The designated personnel will contact the identified students in their alphabet range to engage with families and offer support. They will keep a log of their contacts (use the Log Sheet provided by Student Services-see attached). Designated personnel will contact the Attendance Technician and communicate the reason for the student’s absence. The Attendance Technician to update the attendance records. Personnel is advised to use the Initial Contact Script For Absence as a guide when communicating with families (see below).
School Engagement Teams may include but are not limited to:
Student Assessment Assistant, Senior Office Assistant, Records Clerk, Office Assistant, Campus Security Officers, Yard Aid Supervisor, Health Assistants, Health Procedure Specialist, Compensatory Education Senior Office Assistant, Library Media Assistant, School Secretary, and others.

Initial Contact Script For Absence

- Hello [Parent/Guardian name].
- I am [caller’s name] from [school name]. How are you doing today?
- I am calling because we want to do all we can to be sure [student’s name] is successful in distance learning and one way we can help make this happen is to be sure [s/he/they] participates in school each day.
- When [student’s name] does not log in for instruction [s/he/they] misses valuable learning time and this can make [her/him/them] fall behind [her/his/their] academics.
- Our attendance records show that [student’s name] has not connected with [his/her /their] teacher for [number] days of this week.
- Sometimes these absences add up before we know it. So I am calling to see if you might be able to help us with this.
- How can we work together to get [student’s name] to engage and log on each day and on time?
  - Give parent/guardian time to talk; parent/guardian may begin to talk about ways the parent/guardian can do things differently to get child to engage in distance learning
  - Open discussion; depending on how the conversation is going and how open the parent/guardian is, the caller may want to add a comment about how we all face daily pressures and we want to help support you anyway we can.
- Our School Engagement Team is here to help and we look forward to working with you.
- Please don’t hesitate to let me know how we can be helpful to you and [student’s name] so [s/he/they] does not miss any more instructional time.
- Thank you for taking time to talk today. Please let me know if there is anything we can do to support you!

Principals:
Principals will monitor and ensure attendance is taken daily by their teachers. They will communicate daily with the Attendance Technician. Principals will contact the designated personnel/School Engagement Team members that are conducting engagement calls to families continuously to provide support and guidance. They will monitor the “at promise” students and connect with families. Students who miss six (6) days in a two (2) week period will be referred to the District Office Attendance Officers.

Follow these steps for students who miss six (6) days in two (2) weeks:
1) Send an email to include the following individuals:
   a) James Sams, Student Services at Sams_James@montebello.k12.ca.us
   b) Jose Franco, Student Services at Franco_Jose@montebello.k12.ca.us
   c) Assigned District Attendance Officer
2) Include the following information:
   a) Log Sheet with the student names and notes of the students who missed the six (6) days within two (2) weeks.
   b) Home Visit Request

District Attendance Officers:
District Attendance Officers will pull their identified school’s reports of students who miss six (6) days within a two (2) week period and begin engaging with the families. Attendance Officers will initiate a SART/SARB referral if necessary. All referrals will be documented in PowerSchool in the Attendance Communication Log.
INTERMEDIATE PROTOCOL

Teachers:
Teachers will take period by period attendance daily and update daily attendance by the end of the Board Day. If a student participated in the classroom later in the day, within or beyond the Board Day, (see Distance Learning Participation Guidelines) the teacher will email the Attendance Technician as soon as possible and request that the student is marked present for that day.

For Distance Learning, teachers will document how students participate in distance learning. Teachers will maintain a weekly engagement record through the PowerSchool gradebook for attendance, participation, and for tracking assignments.

Distance Learning Participation Guidelines
Students are expected to show evidence of participation in the classroom in the following ways:
- Logging into the online platform
- Participating in virtual Office Hours
- Responding to teacher announcements or e-mails
- Completing assignments or assessments
- Contacts between teachers, students and parents by email, text or phone
- Participating in daily check-in surveys
- Contacts with other members of the School Attendance Review Team (Counselors, Expanded Learning staff, attendance office staff, activities advisors, athletic coaches, peer mentors, tutors, school nurse, and others)
- Group on-line chat/discussion board participation, shared document hangouts
- Participation in Zoom or Google Hangouts meetings

Attendance Technicians:
Attendance Technicians will monitor that the teachers are taking daily attendance and communicate with the principal on an on-going basis. If attendance is not completed, the attendance technician will email the teacher to remind them to take attendance and will copy the school administration in the email message.

On the third day of instruction each week, the Attendance Technician will print a report that includes all students who have missed three days of instruction during that week. The Attendance Technician will provide these reports along with contact information to the designated school personnel so that the team can engage with families. This report will be printed on the 4th and 5th day of instruction.

Attendance technicians will continuously check emails from designated personnel and teachers to update the attendance records.

Designated Personnel / School Engagement Teams:
The designated personnel will contact the identified students in their alphabet range to engage with families and offer support. They will keep a log of their contacts (use the Log Sheet provided by Student Services-see attached). Designated personnel will contact the Attendance Technician and communicate the reason for the student’s absence. The Attendance Technician to update the attendance records. Personnel is advised to use the Initial Contact Script For Absence as a guide when communicating with families (see below).
School Engagement Teams may include but are not limited to:
Student Assessment Assistant, Senior Office Assistant, Records Clerk, Office Assistant, Campus Security Officers,
Yard Aid Supervisor, Health Assistants, Health Procedure Specialist, Compensatory Education Senior Office
Assistant, Library Media Assistant, School Secretary, and others.

Initial Contact Script For Absence

- Hello [Parent/Guardian name].
- I am [caller’s name] from [school name]. How are you doing today?
- I am calling because we want to do all we can to be sure [student’s name] is successful in distance learning
  and one way we can help make this happen is to be sure [s/he/they] participates in school each day.
- When [student’s name] does not log in for instruction [s/he/they] misses valuable learning time and this
  can make [her/him/them] fall behind in [her/his/their] academics.
- Our attendance records show that [student’s name] has not connected with [his/her /their] teacher for
  [number] days of this week.
- Sometimes these absences add up before we know it. So I am calling to see if you might be able to help us
  with this.
- How can we work together to get [student’s name] to engage and log on each day and on time?
  - Give parent/guardian time to talk; parent/guardian may begin to talk about ways the
    parent/guardian can do things differently to get child to engage in distance learning
  - Open discussion; depending on how the conversation is going and how open the parent/guardian is,
    the caller may want to add a comment about how we all face daily pressures and we want to help
    support you anyway we can.
- Our School Engagement Team is here to help and we look forward to working with you.
- Please don’t hesitate to let me know how we can be helpful to you and [student’s name] so [s/he/they]
  does not miss any more instructional time.
- Thank you for taking time to talk today. Please let me know if there is anything we can do to support you!

Principals:
Principals will monitor and ensure attendance is taken daily by their teachers. They will communicate daily with the
Attendance Technician. Principals will contact the designated personnel/School Engagement Team members that
are conducting engagement calls to families continuously to provide support and guidance. They will monitor the
“at promise” students and connect with families. Students who miss six (6) days in a two (2) week period will be
referred to the District Office Attendance Officers.

Follow these steps for students who miss six (6) days in two (2) weeks:
1. Send an email to include the following individuals:
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2. Include the following information:
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      (2) weeks.
   b) Home Visit Request

District Attendance Officers:
District Attendance Officers will pull their identified school’s reports of students who miss six (6) days within a two
(2) week period and begin engaging with the families. Attendance Officers will initiate a SART/SARB referral if
necessary. All referrals will be documented in PowerSchool in the Attendance Communication Log.
HIGH SCHOOL PROTOCOL

Teachers:
Teachers will take period by period attendance daily and update at the end of the Board Day. If a student participated in the classroom later in the day, within or beyond the Board Day, (see Distance Learning Participation Guidelines) the teacher will email the Attendance Technician as soon as possible and request that the student is marked present for that day.

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- When [student’s name] does not log in for instruction [s/he/they] misses valuable learning time and this can make [her/him/them] fall behind in [her/his/their] academics.
- Our attendance records show that [student’s name] has not connected with [his/her /their] teacher for [number] days of this week.
- Sometimes these absences add up before we know it. So I am calling to see if you might be able to help us with this.
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  - Give parent/guardian time to talk; parent/guardian may begin to talk about ways the parent/guardian can do things differently to get child to engage in distance learning
  - Open discussion; depending on how the conversation is going and how open the parent/guardian is, the caller may want to add a comment about how we all face daily pressures and we want to help support you anyway we can.
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Excused v Unexcused Absences

What is an Excused Absence (Education Code 48205)**
A pupil shall be excused from school when the absence is:

1. Due to Illness
2. Due to quarantine under the direction of a county or city health officer
3. Due to medical, dental, optometrical or chiropractic services rendered
4. For the purpose of attending the funeral services of a member of the pupil’s immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
8. For the purpose of spending time with a member of the pupil’s immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
9. For the purpose of attending the pupil’s, parents or legal guardians naturalization ceremony to become a United States citizen.
10. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil’s religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil’s absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

*A doctor’s note will be required for absences due to illness.

What is an Unexcused Absence
A pupil shall be marked unexcused from school when:

1. Basic - student does not participate/communicate with school and/or teacher
2. Connectivity and device issues
3. Parent/guardian not communicating with school or teacher
4. Student not participating in on-line instruction with no communication
5. Student has all instructional tools (computer, internet, etc.) but is not participating