

# Atlanta College and Career Academy Attendance Plan

## Atlanta College and Career Academy Attendance Goals

ACCA will improve student attendance by:

- Increasing monthly student attendance rate among students;
- Increasing personalized learning opportunities for eleventh and twelfth graders through the implementation of interactive lunch/learn counseling sessions during the lunch period
- Decreasing the number of students who miss 20% of instructional class time during the 2017-2018 school year

## Notification

ACCA will adopt a tiered series of notifications for students who are missing an increasing number of school days. ACCA will use a variety of communication measures (e.g., meetings between the principal and student; phone calls; letters; etc.) to inform the home school and parents about their child's attendance.

~ **ACCA administrative support will review the daily attendance and code absent students each day (spreadsheet). Each Friday, counselor and administrative personnel will tally attendance and implement the plan listed below.**

# of days absent	Notification
1	<b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.
2	<b>Home School Phone Call</b> – School Counselor will receive a phone call from the ACCA counselor indicating that the student has missed two days of school for any reason. Counselor will log notes from the conversation into the student contact log. <b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.
3	<b>Parent Phone Call and Attendance Warning Letter</b> – Parent will receive a phone call from the ACCA counselor indicating that the student has missed three days of school. The parent will be encouraged to meet with the son or daughter's high school counselor to discuss attendance

		<p>issues. ACCA Counselor will log notes from the conversation into the student contact log. Student will sign for warning letter #1.</p> <p><b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.</p>
	4-5	<p><b>Student Meeting</b> - The student will be required to meet with the ACCA program administrator/counselor to discuss their attendance and to identify any supports that are needed. Meeting will be documented in the Infinite Campus Contact Log.</p> <p><b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.</p>
	6-7	<p><b>Parent Phone Call and Student Meeting</b> - Parent will receive a phone call from the ACCA counselor informing them that their son or daughter has missed 6-7 days of school. The student will be required to meet with the program administrator/counselor to discuss their attendance and to identify any supports that are needed. Phone call and meeting will be logged into the Infinite Campus contact log.</p> <p><b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.</p>
	8-9	<p><b>Attendance Letter #2 to Parent and Student</b> – Student will meet with the ACCA counselor and administrator to review the mandatory letter that will be distributed to student and parent. Student will sign indicating he/she received the letter. Parent and home school counselor will receive the letter via email. If no email address for parent, counselor will call parent and review the contents of the letter. All communication will be documented in Infinite Campus.</p> <p><b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.</p>
	10+	<p><b>Parent Phone Call and Student Meeting/Final Letter</b> – Parent will receive a phone call; home school counselor will receive a phone call and student will meet with program administrator. Student will receive a final letter indicating evidence of all interventions provided for attendance purposes. All communication will be documented in Infinite Campus.</p> <p><b>Email</b> – ACCA staff will email the home school counselor to report the student attendance weekly.</p>

## Personalized Learning Activities related to Attendance

Atlanta College and Career Academy will complete the following activities to improve chronic absenteeism:

- **Open-house presentation to parents and families**
  - ACCA staff will provide a presentation to parents attending the school's fall and spring open house. The presentation will summarize the risk factors associated with chronic absenteeism, note the resources available at the school to improve student attendance, and describe the risks associated with attendance.
- **Lunch and Learn Sessions**
  - Counselor will review the Atlanta Technical College Attendance Policy and Withdrawal policy with students. Students will discuss the importance of attending class and understand that a WD after the first three days of class will result in a "F" on the report card.
- **Student Attendance Incentive Program**
  - Based on funding available, ACCA staff will work to create an incentive program to reward students for attendance.
  - Incentives will be awarded monthly during the lunch period.
- **Promote Dual Credit Courses and Career/Technical Education Courses for juniors and seniors to improve engagement**
  - Working with APS high schools, ACCA staff will promote dual credit and career/technical education course offerings to promote greater engagement among students. During promotion, students will learn of the attendance requirement and the effects of absences on college grades

## Evaluation and Assessment

To evaluate the absenteeism reduction efforts at ACCA, the staff will collect and monitor the following data daily and weekly.