

Hug High School Attendance Policy Reminders

(For Office Staff and Interventionists)

Each Secretary will be responsible for a section of the alphabet **DAILY**

12th -Kate

11th -TBA

10th -Maria

9th -Elisa

Make **daily calls on 2 consecutive AUKs** (exhaust ALL number! If number disconnected, etc. print face sheet and give to registrar to make change in STU panel), note calls in "attendance notes". If no contact made, within 3 days, refer to Nico, Ryan or Carlos for intervention and/or home visit.

Each evening pull daily summary report, sign it and turn in to Anderson. (This shows notes of contact made, this **MUST also be in attendance notes**)

Truancy cannot be entered in IC unless parent, student (self-reports), truancy or police **confirm!**

If student is CT 3 full days, referral must be made to Ryan, Nico or Carlos to place on Check in/check out OR a 20 day monitor. They must notify Truancy, she want to attend any parent conferences set up!

Each **Wednesday**, Kate will run a "HOT LIST" for our students that are at 3 AUKS. These kids will be discussed at our Wednesday meetings. Referrals to counselors/concerns to admin will be made Thursdays at leadership meetings and counselors will be informed on Mondays when they meet with Lauren.

Abbreviations to use in "attendance notes":

LM-left message

PC- Parent contacted

NTD-# temp. Disconnected

TD-total disconnect

RTI-referred to interventionist (Nico Ryan or Carlos) EX: RTI Nico

NA-no answer, no machine

RTC-referred to counselor for parent conference

Attendance letters-Kate

Truancy Letters- Ron

Attendance

IMPORTANT NOTE FOR TEACHERS:

- If a student is marked **AUK and then enters the room tardy**, you must make an entry in the comments that states “tardy”. If a comment is NOT entered there, the query that Roni runs to make those changes will not pick up the info. Please do NOT email or call the secretaries to make these changes each period. They are all made the following morning.
- Make sure that attendance is entered in the computer within the first 10 minutes of class! Reports are run and phone calls start. We need this information to be accurate for parents, police, truancy, outside agencies and staff that may be looking for the student.
- Taking accurate attendance is required of teachers by law as well as by contract. It is a professional responsibility that is part of the teacher evaluation process.