Procedure and Protocols (P&P) for Student Attendance Management

Coordination with Kansas City Public School (KCPS) Administrative Policy

The KCPS administrative policy defines absences, tardies, and truancies of students in Section J of the administrative policy. Specifically, the policy is noted in Sections JEA, "Compensatory and Part-Time Attendance." Section JEA addresses three main areas. Those areas noted in the policy are, "Compensatory Attendance, Part-Time Attendance, and Students withdrawing from or Dropping out of School." The implementation of student attendance management includes additional administrative sections in the administrative policy, such as the section JDEA -Truancy.

These sections of the policy were implemented 07/01/2011.

Cross Refs: IGBD, Student Support Services; IGCE, District-Sponsored Instruction Options
Legal Refs: §§ 160.539, 161.670, 163.011 - .012, 167.031 - .111, .275, 211.034, RSMo.
                     5 C.S.R. 50-340.060 - .070.
Gov. Refs: Ends – 1.0; Limitations – 4.1.4, 4.1.6, 4.1.7
Legal Refs: §§ 167.031 - .111, 210.167, RSMo.
Gov. Refs: Ends – 1.0; Limitations – 4.1.4, 4.1.5, 4.1.6, 4.1.7, 4.1.8

Procedure and Protocol Implementation

In implementing the attendance management policy, attendance data must be recorded in the student information system provided. In accord with the Missouri Department of Elementary and Secondary Education, (DESE), student presence will be monitored on an academic minute basis. The Kansas City Public Schools (KCPS) expects students to attend school and classes on a regular basis to achieve academic success. Regular attendance is essential to the educational success and grade promotion of KCPS students. All KCPS policies, local city ordinances (Compulsory Attendance) and state statutes will be monitored for enforcement.

Daily Process Roles and Responsibilities

In developing the process, the following roles are defined and requirements are defined. Those roles include:

- **District Administration and Support** – Curriculum and Instruction, Information and Technology Communications, Instructional Technology, Office of Student Interventions, Student Services, and Enrollment
- **School Administration** – Principal, Vice Principals
- **School Attendance Monitor** – Designated individual
- **Classroom Teachers/Staff** – Elementary Homeroom teachers, All Middle and High School teachers, other district staff members who meet with students during the academic day
- **Parent/Guardian** – Legal guardians of the KCPS student.
- **Student** – All grade K through 12 KCPS students

District Administration and Support

The KCPS District Office is responsible for creating the attendance policy for KCPS Board Approval. The Office of Student Interventions is charged with implementing these policies, protocols, procedures and processes. Additionally, the district office is responsible for designing the procedures and protocols for

implementing the attendance management process. The Office of Student Interventions is responsible for coordinating the management process with the student information system, the district communication systems, and approved written communications.

The district support is responsible for providing the professional development training for the attendance management personnel designated to enact the steps in the attendance management process. The process support for the implementation team members will be the responsibility of the district office. This support will include members of the Office of Student Intervention, Help Desk, Information and Technology Communication Department, and Instructional Technology Department. Other offices, departments, or personnel may be added to the support, as needed.

School Administration

The principal of each building will ultimately be the person accountable for implementing and follow thru of the School Administration's responsibilities. This includes, but is not limited to, the recording of the attendance, the reconciliation of the attendance, daily interactions with teachers, security, and other school level staff members, the interaction with district information system, the communications with the parents/guardians, the potential student interventions with the Office of Student Interventions, and the RTI Group, and if escalated, with the student services department.

The School Administration will be responsible to the teachers in arranging and providing access to the professional development training required for proper attendance recording. The School Administration will be responsible to communicate with students concerning intra-school processing of the attendance. The School Administration will be responsible for cooperatively working with the School Attendance Monitor in monitoring the teachers, staff, security, and others for reporting attendance, and the daily data analysis and reconciliation of the reported attendance. This includes, but is not limited to, providing all requested reports by the District Administration and the Office of Student Interventions.

The school administrator is responsible for creating a protocol for parents/guardians to report a student's absence for proper reconciliation of excuse. The school administrator is responsible for creating and communicating the report of a student's absence to the parents/guardians.

School Attendance Monitor

The School Attendance Monitor has the responsibilities of providing support with attendance matters, daily teacher submission monitoring, and assisting the School Administration in other attendance management functions as defined.

The responsibility is focused on verification of the teacher's actual submission of the marking of the attendance for each class. This management responsibility is shared with School Administration. The current student information system has both a visual monitoring tool and an analysis report that includes the teacher attendance submission status. In monitoring this information, the School Administration will be asked to prepare a report demonstrating the management of the daily attendance on a timely basis. The School Attendance Monitor will produce this report, and subsequent ancillary reports. As designated this report will be forwarded to the Office of Student Interventions and others as defined by the OSI office.

Classroom Teachers

Classroom teachers have the responsibility to record daily attendance. This attendance mark will remain as an "absent unknown," (A), until the Attendance Designee reconciles this absence mark. All teachers report the attendance marks in the current electronic student information system. Late/tardy class arrivals and early departures will be recorded, as well, and relayed to the Attendance Designee. Proper attendance codes for

teachers will be defined. (B) The Attendance Designee will reconcile the teacher initial attendance mark using the district defined attendance code list.

Each class/day has a specific starting time. Students must enter the classroom within those parameters. Proper admittance to classrooms will have a district guideline that must be followed. Teachers must comply with these guidelines to insure accurate attendance reporting.

Elementary school teachers will record attendance during the homeroom scheduled time. This attendance is saved and submitted through the student information system. This saved information is then available to the Attendance Designee each day for verification and reconciliation. All reconciliation and pre-class attendance marks that are made by the Attendance Designee cannot be edited or changed by the classroom teacher.

Secondary classroom teachers will report attendance through the electronic student information system. Submission of class attendance will be completed by the last ten minutes of each class throughout the school day. The attendance submission is saved and then available to the Attendance Designee following each class period. Reconciliation and editing the teacher's original periodic attendance submission will be done only by the Attendance Designee. Any editing made by the Attendance Designee is final and may not be further edited by the teacher, per the system user permissions.

Teachers may be requested to assist various district and school student interventions regarding student attendance. They must comply with such requests. Any and all records and reports requested by the school or district must be provided on demand.

Parent/Guardian

When a student is to be absent from a scheduled day of school, the parent/guardian is required to notify the school office prior to the beginning of the school day. This communication can be in a variety of methods, such as electronic communication, telephone call, or in person. Schools will have a new automated attendance phone line. Messages will be monitored at the school for recording absence excuses and attendance information.   The excuse must be included with the notification to determine the acceptable excuse of the absence, per the district approved excuse options. (The approved list is included in the definitions section of this document.) Absences occurring without prior notification will elicit a communication initiated by the school to obtain the excuse information. Absences without verification are marked as "unexcused" (A) at the end of the school day. Student's attendance records can be monitored through the Parent/Student Portal.

Student

Each student will be required to attend all classes on all scheduled school days. The Kansas City Public Schools (KCPS) expects students to attend school and classes on a regular basis to achieve academic success. Regular attendance is essential to the educational success and grade promotion of KCPS students. All KCPS policies, local city ordinances (Compulsory Attendance) and state statutes will be enforced.

Prior to a student's absence from school, the parent/guardian must contact the school. Any absence not reconciled by the parent/guardian will be unexcused and all consequences of an unexcused absence will apply.

Students arriving to school late or preparing to be dismissed prior to the end of the day must report to the Attendance Designee. They must report the attendance anomaly and receive a formal admittance or dismissal form. The School Attendance Monitor will accurately record the late entry and early exit times.

Definitions

School day- The official learning period for the school site as designated by the KCPS starts and end times. For each date a state reportable minute is missed, this will count for a DAYS ABSENT mark on the KCPS report card.

Reconciliation – Adjusting and posting a final attendance mark on a student's record. Teacher's attendance marks are all recorded as "unknown," (A). Reconciliation removes the "unknown" status and codes the mark as excused, unexcused, etc. The reconciled excuse must be accompanied by a comment to substantiate the code given.

Period marked at the beginning of the day are immediately reconciled, (coded), to the final attendance code. Reconciliation attendance codes may not be edited, adjusted, or removed by teachers. Previous day attendance may be reconciled by the School Attendance Monitor. This can occur when adjusting a student's attendance based on an official parent/guardian or medical excuse from a multi-day absence.

Attendance – A student is considered to be in attendance when the student is physically present in a certified class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by KCPS Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Tardy – A student is tardy when the student arrives five minutes after the scheduled time class begins, as determined by the district. Tardy may be excused or unexcused. Excused Tardy may be recorded with a formal written and timed excuse/admit slip from a school administration, teacher, or district level person only. All other tardy excuses will be unexcused. Each period a student is late or tardy will reflect as a mark on the TIMES TARDY section of the KCPS report cards.

Early Dismissal Attendance – A student is marked for early dismissal attendance absence when the student leaves the school site prior to the expected time ending the school day. Only the time missed will be counted as absent.

Excused Absence - Approved non-attendance at a regularly scheduled class, course and school. Excused absences count towards the student's overall accumulated absent minutes reported to the State of Missouri DESE. Samples of approved absences include but are not limited to:

- Illness or injury of the student, with written medical justification from the parent/guardian
- Quarantine or Hospitalization, with written confirmation by a medical provider
- Illness or death of family or friend, with written excuse from the parent/guardian
- Medical or dental appointments, with written appointment confirmation by a medical provider. We encourage medical appointments occur after school hours, reducing the loss of scheduled school time.
- Court or administrative proceedings, with written excuse from parent/guardian
- Religious observance, with written excuse from parent/guardian
- Field trip/ school activity-off campus
- Other absences covered by nondiscrimination policies and procedures
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting. This requires permission of the superintendent or designee.

Unexcused Absence – Unexcused absences are non-approved absences from a scheduled class, course, or school. Unexcused absences count towards the student's overall accumulated absent minutes that are reported to the State of Missouri Department of Elementary and Secondary Education (DESE).

Attendance Codes – The following codes are currently acceptable in the student information system.

<u>Teacher Responsibilities</u>

1   1st day present in class (only use once per student during the initial day of presence)

A*   Unknown Absence – After 24 hours this becomes an unexcused absence with comments.

<u>Attendance Monitor Responsibilities (* indicates a state reportable absence.)</u>

L*   Late arrival to school records the time the student arrived into building

D*   Early dismissal from school records the time the student left building

T   Unknown/unexcused Tardy

B   Bus Delay - Not counted as an absence (will override a teacher mark)

E*   Excused the Absence - Counted as an absence (Used to adjust assignment value in gradebook when student misses turn in date due to absence)

F   Field trip/school activity; off campus - Not counted as an absence (will override a teacher mark)

I   in school suspension - Not counted as an absence (will override a teacher mark)

H   Homebound; Off Campus - Not counted as an absence (will override a teacher mark)

O*   Out of school Suspension - Counted as an absence (will override a teacher attendance mark)

S   School activity; on campus - Not counted as an absence

V*   Verified absence by parent - Counted as an absence

X   Excused Tardy - Not counted as an absence (Used to adjust assignment value in gradebook when student misses turn in date due to absence)

Addendum to the Attendance P&P (March 23, 2015)

Procedures and Accountability
Roles and Responsibilities for Attendance Daily Submission/Monitor/Tracking

I. Teachers and Staff

A. Processing - The following procedures shall be implemented to ensure that daily attendance is taken in a consistent manner. The KCPS expects that all staff members who take attendance shall do so as prescribed below:

1. Submit attendance report ten minutes prior to the end of each class period using the student information system, currently Tyler SIS. Teachers will mark "A" for any student absent then enter period. Any student arriving late or leaving early will be marked "T."
2. After the first five minutes of class time, students must present a tardy pass to gain entrance into the classroom.
3. If the system is down, no Wi-Fi is available, or a substitute teacher is present, the teacher/substitute shall complete the attendance when Wi-Fi is again available or in hard copy form and deliver to main office or Attendance Designee by the end of the day.
4. Unless a student has written permission to attend the class, teachers **should not** allow non-rostered students to remain in their classrooms**.**   Students attending a class, in which the student is not enrolled, must be reported immediately to the Attendance Designee and the school administrator. That student will be marked absent in their regularly scheduled class even though they are present in the other classroom. If student is located, attendance will be reconciled.
5. Check-in sheets at non-classroom sites, like counselor's office, nurse's office, ISS rooms, security, field trips etc., will continue to be utilized. Codes for attendance will be marked accordingly by the Attendance Designee in reconciliation based on those forms.

B. Reporting - The School Attendance Monitor will monitor attendance on a daily basis. They will provide a full report to the OSI Leadership and the Student Discipline Officer.

C. Accountability - Failure to follow the policy may result in disciplinary action up to and including termination.

II. Building Administrators

    A. Processing - Building Administrators will review the accurate and timely submission of attendance by the teachers and staff members in their buildings. Administration will work collaboratively with the School Attendance Monitor on a daily basis to identify any attendance taking submission issues, staff/teachers out of compliance, and make all necessary adjustments to rectify the situation; and meet 1-on-1 with any staff member out of compliance.

    B. Issue Review - If a teacher/staff member is not submitting attendance each period per the procedures:
1. Discuss the issues with the teacher/staff member to determine reasons for the noncompliance. If the teacher/staff member identifies a system problem, the appropriate person(s) should be alerted and the problem shall be documented using the district support ticket system and reported to IT/Helpdesk and make a formal work order in the KCPS work order system.
2. Hardware/software/connection issues are not an acceptable excuse to miss an attendance report. The teacher/staff member should then resort to the hard paper copy roster to take attendance. **No exceptions**.

    C. Accountability Steps
1. If the teacher/staff member does not have a hardware/software/connection issue, the building administrator will follow the steps below:
     a. First failure to submit attendance – send an email notice to the teacher that attendance was not submitted
     b. Second failure to submit attendance – send an email notice to the teacher that attendance was not submitted
     c. Third failure to submit attendance – Letter of Documented Warning – copy to teacher and documentation stays in the building
     d. Fourth failure to submit attendance – Letter of Concern – copy to teacher and OSI office
     e. Fifth failure to submit attendance – Letter of Reprimand – copy to teacher and OSI office
     f. Further failures to submit to attendance submission reports may lead to further disciplinary action up to and including termination
2. At the beginning of each quarter, the Accountability Steps will start with step 1.
3. Building administrators will also be held accountable to ensure that this practice is being followed and adhered to and will be subjected to disciplinary action as appropriate. School leadership in conjunction with Director of the Office of Student Interventions will be responsible for tracking the levels of teachers receiving warnings and notices.
4. Building Administrator must keep copies of all accountability steps. They must be made available upon request to School Leadership, the Chief Academic Officer, and the Director of the Office of Student Interventions. Copies will be forwarded to the office of Human Capital Management.

These procedures will be reviewed at the end of the 2015-16 school year and adjusted as needed.

III. Expectation

The expectation of this process is to ensure **that accurate attendance is taken each and every day before the end of a class period.**

Approvals

Interim Superintendent: _____ **Date:___/___/___**
        Allan Tunis

AFT President: _____ **Date:___/___/___**
        Andrea Flinders

Executive Director OSI: _____ **Date:___/___/___**
        Luis Cordoba

Chief Academic Officer: _____ **Date:___/___/___**
        Vickie Murillo

Assistant Superintendent: _____ **Date:___/___/___**
        Derald Davis

**Director of Human
Capital Management:**   _____ **Date:___/___/___**
        Jennifer Collier