

## Your Part in the District's Attendance Plan

We all know this is a very special school year. As distance Learning has become the norm in MUSD classrooms, the California State Legislature has amended the Education Code increasing student attendance and engagement documentation and safety nets. Requirements are enumerated in Education Code 43504. Each District is required to present written procedures for tiered engagement strategies.

*Each local educational agency shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three schooldays or 60 percent of the instructional days in a school week.*

The Board of Education has adopted the [2020-2021 School Attendance Plan](#) in compliance with the law. Teachers' responsibilities are in tier 1 of the three tiers.

*Teachers will engage in a daily connection with all students and follow up when a student is missing from distance learning. Primary contact is through the teacher working with the attendance technician. Teachers will make a minimum of three attempts to connect with families prior to referring to tier 2 and the School Engagement Team (SET).*

[The 2nd Semester Distance Learning Memorandum of Understanding](#) further specifies the teacher's responsibility.

The teacher will make three (3) attempts to contact the parent/guardian of a student absent and not participating for any three days or sixty (60) percent of a week prior to referring to tier 2. The three (3) attempts shall include:

1. Email, if listed in PowerSchool;
2. Voice call or text message, if listed in PowerSchool;
3. Email, voice call, text message, or another outreach deemed appropriate by the teacher.

The Teacher will be notified when a student is released from tier 2 and tier 3.

Tier 2 is called Early Intervention. The team responsible for outreach may include: Student Assessment Assistant, Senior Office Assistant, School Records Technician, Office Assistant, Campus Security Officers, Yard Supervision Aide, Health Student Assistant, Health Procedures Specialist, Library Media Assistant, and School Secretary. Tier 3 is called Intensive Intervention. A home visit referral is placed to the District Attendance Team for district level interventions. This can include potential referrals to Abolish Chronic Truancy (ACT), School Attendance Review Team (SART), and the School Attendance Review Board (SARB).



### In A Nutshell If You Are a Classroom Teacher

- Take attendance daily.
- Take notice if a student and/or the student's family have not participated in any way for most of a week.
- Attempt to connect with the student's parent or guardian three times using District technology such as Google Voice during the Board Day (e.g., student & family engagement.)
- If attendance does not improve, Refer the student to your principal for tier 2: Early Intervention.
- You will be notified when the intervention is considered successful and the student returns to tier 1.