

RCPS Attendance Multi-Tiered System of Supports (MTSS)

RCPS aims to provide support through a tiered approach to effectively intervene early, provide targeted interventions, and prevent chronic absenteeism. The Virginia Department of Education defines chronic absenteeism as missing 10% or more of the school year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month. Students who are chronically absent are at an increased risk for adverse outcomes such as falling behind in reading and math, social & emotional challenges, and dropping out of school.

Attendance Threshold	Tier 1 Supports	Stakeholders
All Students	• Establish Clear Attendance Policies • Promote Positive School Climate • Regular Monitoring and Data Collection • Early Intervention and Support: Identify students at risk of attendance issues early through regular monitoring of attendance data. Provide timely interventions and support to address potential barriers to attendance. ◦ Teacher phone call to parent/guardian at 3-5 absences • Educate Students and Families on the Importance of Attendance • Attendance Recognition & Positive Reinforcement • Use of Technology for Attendance Tracking: ◦ Parents can access attendance in the PowerSchool Parent Portal. • School-wide Attendance Incentives • Collaboration with Families and Community Partners:	Principal, Assistant Principal, School & Division Staff, Parents, Students

Attendance Threshold	Tier 2 Supports	Stakeholders
Missing 11 days regardless of reason. Demonstrating patterns of irregular attendance that raise concerns but do not yet require the intensive interventions of Tier 3.	• Letter Mailed Home from Principal at 10 Absences: Parents will receive notification that their child has been identified as being at risk of chronic absenteeism. Documentation (such as doctor's notes, court/legal documents, counseling appointment verifications, etc) will be required for future absences. Failure to provide documentation will result in future unexcused absences. • Collaborative Problem-Solving Meeting: Convene stakeholders and develop targeted interventions for students at risk of chronic absenteeism. ◦ Interventions May Include: Attendance Mentoring Program, Check-In/Check-Out (CICO) System, Group Interventions, Behavioral Contracts, Alternative Schedule, Others • Progress Monitoring: Regularly monitor the attendance of Tier 2 students to track their progress and determine if additional supports or adjustments to interventions are needed.	Principal, Attendance Clerk Principal or Assistant Principal, Attendance Clerk, Attendance Officer, Teachers, School Counselors, Parents, Student

Attendance Threshold	Tier 3 Supports	Stakeholders
Accumulating 5 unexcused absences. Demonstrating patterns of irregular attendance that raise concerns of significantly impacting academic progress, regardless of the exact number of absences.	• Letter Mailed Home from Principal at 3 Unexcused Absences: Parents will receive notification that their child is at risk of reaching the tier 3 attendance threshold. Any absences without approved documentation will be labeled as unexcused. The parent will be required to attend a SAM team meeting at 5 unexcused absences. • Referral to the School Attendance Matters (SAM) Team: Parents will be required to attend a meeting with school and division personnel to review tier 2 interventions and develop strategies to prevent legal proceedings. ◦ Strategies May Include: Parent Workshop, Individualized Attendance Plans (IAPs), Home Visits, Child Study Meeting or IEP Team Meeting, Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP), Counseling and Mental Health Services, Alternative Education Programs, Transition Planning, others • Data-Driven Decision Making and Monitoring • Legal and Truancy Interventions	Principal & Attendance Clerk Attendance Officer, Principal, School Social Worker, School Resource Officer, Principals, Teachers, Parents, Counselors, Case Managers, Student School Social Worker, Counselors, School Psychologist