

# Attendance Protocol for Calling Home

*Purpose: To establish a positive relationship with the family.*

<p><b>1-3 + Absences</b></p> <p><i>Teacher Action</i></p>	<p><b>As early as the 1st, 2nd, or 3rd absence or tardy:</b> <i>Speak with the child (1:1 or in a peer group); and Make a <b>friendly</b> phone call home directly to the parents/guardians.</i></p> <ul style="list-style-type: none"><li>● To build a relationship with the family</li></ul> <p><b>Some messaging teachers can use:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> “Thank you for calling the school to let us know he will be absent; I am calling to just say we missed him/her and hope to see him/her tomorrow.”</li><li><input type="checkbox"/> “We missed your child here at school.”</li><li><input type="checkbox"/> “We care about your child.”</li><li><input type="checkbox"/> Inquire <i>about</i> the child’s health---“Is she/he feeling okay?”</li><li><input type="checkbox"/> “Some of the activities/work your child missed included...”</li><li><input type="checkbox"/> “What is the best way for us to keep in touch?” (<i>Establish a preferred method of communication.</i>)</li></ul>
<p><b>4-6 + Absences</b></p> <p><i>Teacher Action</i></p>	<p><b>For the 4-6th absence or tardy:</b> <i>Speak with the child (1:1) and; Phone call home directly to the parents/guardians:</i></p> <ul style="list-style-type: none"><li>● To build a relationship with the family;</li><li>● To reinforce attendance; and</li><li>● To brainstorm with parents how to improve attendance.</li></ul> <p><b>Ask the family their perspective first; and Be as specific as possible and include strengths and positive feedback:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> “We missed your child here at school.”</li><li><input type="checkbox"/> “We care about your child.”</li><li><input type="checkbox"/> “How do you think your child is doing?”</li><li><input type="checkbox"/> “What is going well with the student?”</li><li><input type="checkbox"/> Inquire <i>about</i> the child’s health---“Is she/he feeling okay?”</li><li><input type="checkbox"/> “Some of the activities/work your child missed include...”</li><li><input type="checkbox"/> “Is there anything we can do to help you get your child to school?”</li><li><input type="checkbox"/> “We are a team working to support your child; You can rely on us if you need anything.”</li><li><input type="checkbox"/> Reminder of the policy and practice (Planned Absence Form, calling in illness, etc.)</li></ul>