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## **Beard Attendance Improvement Plan 2019-2020**

### **Attendance meetings at 9:00am on:**

**9/5, 9/19, 10/3, 10/17, 11/7, 11/21, 12/5, 1/16, 1/30, 2/6, 2/20, 3/5, 3/26, 4/2, 4/23, 5/7, 5/21, 6/4**

### **Our attendance goal for the school is 95%.**

Beard School currently has an attendance rate of 93%, below the district's required 96% expectation. There is a correlation to student success that is related directly to the student's attendance rate. As a school, we need to look at promoting daily attendance and punctuality to ensure that our students are as successful as they can be. The Beard School plan has been developed to ensure that all parents are doing the best that they can to ensure they make every attempt at sending their children to school.

**Excused absences include student illness, observance of a religious holiday, death in the immediate family emergency, circumstances which cause reasonable concern to you for your child's safety/health and other situations beyond control of the student. Unexcused until a signature is returned.**

### **Tier 1: Students with 0-3 days absent**

1. Make attendance count daily. Send your children to school every day will be posted on all of the weekly bulletins that are sent home to parents.
2. The letter, "When to and When Not to Send Your Child to School," will be sent home regularly and posted on our website. This information will also be found in the student-parent handbooks. **"Students must be fever free and diarrhea free for 24 hours before sending students back to school. Send a doctor's note whenever possible, if students are taken to the doctor."**
3. Signs with the attendance rate expectation of 96% will be posted throughout the school all year long.
4. Any communications regarding attendance between the teacher and the parents/guardians will be sent to the attendance coordinator to be kept in the main office.
5. Every Friday will be Dance Friday, where students dance their way out of school at dismissal. Classrooms that have 100% attendance will choose the song that is played over the PA. Song will be played at 2:18 pm weekly.
6. Members of the attendance team will provide students with a monthly "Perfect Attendance" **certificate** for no student absences, no early dismissals or no tardies for an entire month. Beard bucks will be attached to the certificate.
7. The "Perfect Attendance" **newsletter** with student names on it, will be published monthly on class dojo. The Perfect Attendance newsletters will also be posted on a student bulletin board in the lunchroom. The perfect attendance lunchroom bulletin board will be up all year long.
8. A Beard Attendance Bear will be given to all of the classrooms that maintain 96% or high classroom average. Each month the Beard Bear will stay or go into hibernation because of student attendance.
9. Beard will sponsor many fun student engagement activities that support student attendance throughout the year. We will schedule activities around bubble days, which are high days of absence likelihoods. Fun student engagement be centered around: Fall Festival, Field Trips, Mystery Reader Days, Spirit Wear Fridays, Turkey Raffle Tuesday, Super hero Day Monday, Crazy hair day, 100 Days Celebration, Book Character Day, Urban Gateways performances, "Snow Fun" Tuesday, Ugly Sweater Monday, and Pajama Day Friday.

10. All parents will sign an attendance contract at the beginning of the year indicating the expectations Beard has for student attendance. **Students will strive to maintain at least a 96% or higher attendance rate all year, with no tardies and no early dismissals.** All incoming and new families will also sign the contract at as they enroll into the school.
11. Beard will develop an Attendance plan, a Celebration plan, and have attendance goals of 96% posted throughout the school and on the parent bulletin board in the main office. Attendance expectation rates will be found in the student parent handbooks, be downloadable from the school website, posted on the attendance board in the student lunchroom, and found posted throughout the building.
12. There will be an attendance coordinator (AC) in the office overseeing daily phone calls home to parents for students that are absent. **A record log of reasons will be kept in the main office. During the phone call, interventions for improvement of student attendance will be provided.** The AC will also ensure that parents sign and return back to school the "absence excuse notes." Once returned, the AC will input data into the computer. The AC will also make sure that all students remain on track towards a 96% attendance rate.
13. CPS will make daily robocalls to the student's home if an absence is reported by the teacher in the computer. There is no opting out from this attendance feature.
14. Principal will send monthly emails home (robocalls) to all parents reminding them how important it is to send their child to school daily.
15. Beard School will have posted on the school web site a "Calendar of Events" which informs families of dates to come to the school and which events will be taking place. Involved families lead to student success. This will include parent monthly meetings, school related functions and events, and individual parent meetings. Bubble days which are at high risk for student absences will have special fun activities taking place to promote student attendance.
16. The student attendance rate for each child will be discussed by the teacher at every parent teacher conference and by the case manager at every IEP meeting held at the school. All children will be encouraged to attend school daily. TSG report cards in the comment section will start off with an attendance rate. Regular student attendance rates will be printed on the back of the report card.
17. The Beard School staff will be using Second Step to improve student's overall quality experiences at the school. This will motivate students to attend daily.
18. Beard will utilize Positive Behavior Intervention Supports (PBIS) to create a positive learning climate that encourages all students to come to school.
19. The Principal will share attendance data records with the LSC through the principal report and staff members on a monthly basis. The counselor will share with the staff a copy of the attendance records on a weekly basis.
20. Students will be provided, on random bubble days of attendance, "Beard bucks" or "a class dojo" point to use at the school store to purchase an attendance incentive item. \$1 Beard Buck equals 1 class dojo point.
21. Parents should not take vacations and trips during the school year. All vacations are unexcused absences and will result in absences for the child that will generate truancy letters. Vacations should be taken during the summer, winter and spring break sessions.
22. Twice a month, (printed dates on the attendance plan) the attendance team will sit down and analyze attendance data provided by Dashboard and the Network and develop individual student attendance tracking plans or cohorts that need improvement.

23. Counselor and case manager will ensure that the proper medical codes are entered into SIM for each student in K-3rd that have medical a diagnosis. They will work with the school nurse to ensure that all of the students are properly coded so that scrubbing of data takes place during the summer.

## **Tier 2: Students with 4-9 days absent**

1. The attendance plan is for students that have 4-9 unexcused absences. Parents that return absence notes (that are legitimately excused by CPS policy) do not have to have an attendance plan in place.
2. Absence notes will serve as attendance plans for all Tier 1 interventions (0-3 days.) For 4-9 days absences, and no absence notes, teachers will reach out to parents to find out why a student has not been coming to school.
3. Teachers will either discuss with families through phone calls, have a meeting, or use electronic communication to contact families. Teachers will send all electronic forms of communication to the attendance coordinator.
4. A meeting with parents will be held whenever a student's attendance rate is dropping from 96% and has fallen between 4-9 days of unexcused absences. This does not apply to sickness or hospitalizations. Students that have significant unexcused absences will have an attendance plan developed by the teacher in conjunction with the family. Teachers will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 96%. This document lays out a plan that the parents will follow to improve their child's attendance rate. The attendance plan is a documentation tool that is designed to encourage parents to bring students to school daily. An attendance plan is designed for students **that are not medically ill or in therapies.**
5. If students are hospitalized or out for extended periods of time, and the reason behind the student's absence is known by the teacher, then no attendance plan will be created. Instead, parents are asked to send a **doctor's note** to the school and submit an absence note with the dates of student absences. If the absence is due to a **therapy**, please have a therapist write a note to the school indicating times and dates the student will be in therapy, along with an absence note.
6. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step with an MTSS interventionist (Tier II) and counselor to improve student's overall quality experiences at the school. This will motivate students to attend daily.
7. 5 day chronic absenteeism letters will be generated and mailed out to every student that has a 5 more days of unexcused absences.
8. Students that show monthly improvement from one month to the next and significantly improve to their attendance toward 96% will have their names entered into a drawing to be picked as the "Student of the Month." Student of the month will earn designated Beard bucks to use at the school store. One dollar Beard buck will be given to any student that has the most improved attendance per a month.
9. For every student that has perfect attendance for the month, they will earn \$1 Beard Buck or 1 class dojo point.
10. Student logger / Aspen journal will be utilized for the school to keep track of chronically truant students, meeting dates with parents, chronically absent students, and records of parent communications.
11. If the student has an IEP, the IEP team will meet and make a personalized attendance contract during the student's annual review and discuss ways of improving student attendance with the parents, if attendance falls below 96% or 4-9 days unexcused absences.

### **Tier 3: Students with 10 or more days absent**

1. 10 day and 18 day truancy notice letters will be generated and mailed out to every student that has a significant number of unexcused absences.
2. A meeting with parents will be held whenever a student's attendance rate is dropping from 96% and has fallen to more than **10 days of unexcused absences**. This does not apply to sickness or hospitalizations. Students that have significant absences will have an attendance plan developed by the counselor in conjunction with the family. The **counselor** will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 96%. This document lays out a plan that the parents will follow to improve their child's attendance rate. The attendance plan will be a signed documentation tool that is designed to encourage parents to bring students to school daily. An attendance plan is designed for students that are not medically ill or in therapies. Doctor's notes will be encouraged to be brought in if they have not been brought in before.
3. The counselor will call or meet with parents and look at unexcused absences or absence patterns and develop a plan for how to get the student to school. Parents will sign the plan.
4. A meeting with parents will be held whenever a student's attendance rate is dropping from 96% and has fallen to more than **18 days of unexcused absences**. This does not apply to sickness or hospitalizations. Students that have significant absences will have an attendance plan developed by the **Assistant Principal** in conjunction with the family. The AP will ask parents to generate ideas on how to improve their child's attendance and bring it back up to 96%. This document lays out a plan that the parents will follow to improve their child's attendance rate. The attendance plan will be a signed documentation tool that is designed to encourage parents to bring students to school daily. An attendance plan is designed for students that are not medically ill or in therapies. Doctor's notes will be encouraged to be brought in if they have not been brought in before.
5. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step with an MTSS interventionist and counselor (Tier III) to improve student's overall quality experiences at the school. This will motivate students to attend daily.
6. ASPEN beginning January 1 will be utilized for the school to keep track of chronically truant students, meeting dates with parents, chronically absent students, and records of parent communications.
7. If the student has an IEP, the IEP team will meet and make a personalized attendance contract during the student's annual review and discuss ways of improving student attendance with the parents, if attendance falls below 96% or has more than 18 unexcused absences.
8. If there are more than 18 unexcused absences, and we have not been able to reach parents for a school meeting, the AP, Counselor or Psychologist will conduct a Home Visit to determine causes that has prevented the student from attending school.
9. Parents will be notified that a daily attendance reminder wake up phone call from Blackboard connect will be generated to assist the guardian in getting the student to school. If the guardian is late picking up a student, the same reminder can be set in the afternoon to assist parents in getting to school on time to pick up their child for the 2:30 dismissal time.
10. Counselor and social worker will schedule a meeting at the school to offer/schedule referrals to outside agencies for additional supports and assistance in getting their child to school/or picking them up on time.

### **Celebration & Incentive Plan for Student Attendance**

#### Individual Student Success Celebrations

1. For students that have **Perfect Attendance** for the month, they will earn \$1 **Beard Bucks** or 1 **Class Dojo points** to use at the school store or classroom treasure box for purchase of a desired item. The Beard Buck will be attached to the Perfect Attendance certificate that the Principal will hand out. Beard Bucks can be

converted into class dojo points. The Principal will also give out the Class Dojo point for perfect attendance at the start of each new month. .

2. The "Monthly Perfect Attendance," **newsletter** will be shared on class dojo with all Beard families. Perfect monthly attendance is defined as no absences, no tardies, no early dismissals for the entire month.
3. Students that have improved their attendance rate over the course of the year will receive a "**Most Improved**" certificate at the end of the school year during their celebration ceremony. Significantly improved is going from red to yellow or yellow to green in dashboard (attendance data tracking system). Red is below 89%, yellow is between 90-94% and green is above 95%.
4. Students that have 100% perfect attendance all year long will get a trophy at the end of the year celebration ceremony.
5. Beard school will have **random bubble days** of attendance. For just for being in school that day, students can earn \$1 Beard Buck or 1 class dojo to be used to purchase anything at the school store or classroom treasure box.
6. The "Perfect Monthly Attendance," newsletter will be posted and maintained on an attendance bulletin board in the student lunchroom throughout the whole year to celebrate student's monthly attendance successes.

#### School Wide Attendance Success Celebration

1. For students that have reached an attendance rate of 93% to 95% at the end of the year, these students will receive a **certificate** (Best Attendance) during the Awards Recognition celebration.
2. For students that maintained a 96% or higher attendance rate at the end of the year, and had no tardies or early dismissals, these students will receive a **trophy** during the Awards Recognition celebration.
3. Classrooms that have all students present for the day will be given a sign that says "**Hip Hip Hooray! We have 100% attendance today**" outside of their door. The office will provide classrooms with this daily acknowledgement outside of the classroom door and recollect them at the end of the day.
4. Classrooms that reach 96% or higher student attendance will get to select the song of their choice to dance too in the hallways on **Dance Friday afternoons**. If there is more than one, then lottery draw picked classroom selects the song.
5. Classrooms that have reached their 96% or higher attendance goals as a whole EACH MONTH will get to keep the "**Beard attendance Bear**" in their classroom as a trophy for the great accomplishment. Rooms can take pictures with the Bears and post them on the attendance board in the student lunchroom. The Bear can also be the class mascot. If 96% as a whole class is not maintained, the Bear will go into hibernation until reached again the following month.
6. Beard will incorporate many new ideas throughout the year to improve student attendance. As they are determined they will be announced and shared with all community and Beard stakeholders.
7. Students that show monthly improvement from one month to the next and significantly improve to their attendance toward 96% will have their names entered into a drawing to be picked as the "Student of the Month." Student of the month will earn designated Beard bucks to use at the school store. One dollar Beard buck will be given to any student that has the most improved attendance per a month.
8. For every student that has perfect attendance for the month, they will earn \$1 Beard Buck or 1 class dojo point.