



Beard Elementary

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## **Attendance Improvement Plan 2018-2019**

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

Beard School currently has an attendance rate of 92.4%, 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.

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

1. Make attendance count daily. Send your children to school every day.
2. 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.
3. A monthly newsletter of all the students with "perfect attendance" will go home. These newsletters will be posted in the student lunchroom.
4. Sponsor many fun student engagement activities that will be supported throughout the year to encourage students to come to school. Student "Spirit Week" that has fun daily celebrations will be held the week prior to Winter Break. Fall Festival, Winter Assemblies, Field Trips, 100 Days Celebration and Literacy celebrations will be held to engage students into coming to school daily.
5. 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 95% or higher attendance rate all year, with no tardies and no early dismissals.** All incoming and new families will also sign the contract as they enroll into the school. The same contract will be signed again by parents at the student's annual IEP meeting if one takes place. (Attendance Contracts Prek - 3)
6. Beard will develop an Attendance plan, a Celebration plan, and have attendance goals of 95% 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.
7. There will be an attendance coordinator (AC) in the office overseeing daily phone calls home to parents for students that are absent. 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 truancy letters are generated, mailed home and are on track for students that fall below the 95% attendance rate.

8. Daily robo calls will be made to the child's home by the school's computer system whenever an absence is reported in the computer by the teacher. The AC will call the home to find out why student is not attending school that day. **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.** Parents will be reminded to return absence excuse note back to the school, if one has not been received. Absence notes will be placed in the child's home communication binder to make it easier for their return back to the school.
9. Principal will send monthly phone calls home to all parents reminding them how important it is to send their child to school daily.
10. Beard School will have posted on the school web site a "Calendar of Events" which tells families of dates to come to the school and events that 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.
11. The student attendance rate for each child will be discussed by the teacher at every parent teacher conference and by the counselor at every IEP meeting held at the school.
12. The letter, "When and When Not to Send Your Child to School," will be sent home in October. This letter will also be found in 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."**
13. The Beard School staff will be using the social and emotional learning curriculums of SS Grin and Second Step to improve student's overall quality experiences at the school. This will motivate students to attend daily.
14. Beard will utilize Positive Behavior Intervention Supports to create a positive learning climate that encourages all students to come to school.
15. The Principal will share attendance data records with the LSC through the principal report and staff members on a monthly basis. The principal will forward to the staff a copy of Beard's weekly/monthly attendance and share it in the weekly bulletin.
16. Students will be provided, on random bubble days of attendance, "Beard bucks" to use at the school store to purchase a attendance incentive item.
17. 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. Newsletter with student names on it will be sent home (via email) to all Beard families on a monthly basis. The Perfect Attendance newsletters will also be posted on a student bulletin board in the lunchroom.
18. All students that have improved attendance from the prior month will be entered into a raffle. The winner from this drawing will be announced as the new Student of the Month. This student will receive a certificate and have their picture posted on the attendance bulletin board in the lunchroom.
19. 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.

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

1. 5 day, 10 day, and 18 day letters will be generated and mailed out to every student that has a significant number of unexcused absences.
2. All attendance team members will register for in the learning hub, “attendance module trainings” and successfully pass the test.
3. 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.
4. A meeting with parents will be held whenever a student’s attendance rate is dropping from 95%. Students that have significant absences will have an attendance plan developed by the teacher in conjunction with the parents. Teacher will ask parents to generate ideas on how to improve their child’s attendance and bring it back up to 93%. This document lays out a plan that the parents will follow to improve their child’s attendance rate. It will be signed by both parents and the teacher.  
**(Attendance Plan for Teachers)**
5. Counselor will ensure that the proper medical codes are entered into SIM for each student in K-3<sup>rd</sup>. She will also work with the school nurse to ensure that all of the students are properly coded.
6. For targeted students in the red or yellow attendance areas in Dashboard, the school will work out a system where weekly phone calls from Blackboard Connect can be sent to parents to remind them to send their students to school.
7. Students that show monthly improvement from one month to the next and significantly improve their attendance to 95% will have their names entered into a drawing to be picked as the “Student of the Month.”
8. Students that have improved attendance over the course of a year, will be provided with a “Most Improved” attendance certificate at the end of the school year during the Awards Assembly. Most improved is defined as going from red to green in dashboard ratings.
9. Student logger will continue to be utilized for the school to keep track of chronically truant students, meeting dates with parents, chronically absent students, and records of parent communications.
10. 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 95%.

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

1. 10 day and 18 day letters will be generated and mailed out to every student that has a significant number of unexcused absences.
2. The AP, Counselor or Psychologist will conduct a Home Visit to determine causes that has prevented student from attending school.
3. Administration develops an individual attendance plan with a parent at the school and has them sign the plan.
4. Daily attendance reminder wakeup call will be generated from Black Board connect. It will be utilized to remind parents to bring their children to school.

5. Case management meeting with the social worker and referrals to outside agencies for additional supports and assistance in getting the student to school.

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

### **Class Dojo**

1. For students that have **Perfect Attendance** for the month, they will earn \$10 Beard Bucks or 10 points on Class Dojo to use at the school store for purchase of a desired item.
2. **Classrooms that have reached their 95% or higher attendance goals as a whole**, will be awarded with Class Dojo points that can be used for classroom celebrations such as a dance party, extra recess break, Beard Bucks, visit to the sensory room, visit to the drama room, visit to the garden, walk around the track, playing in the blacktop area, or extra gym time.
3. For students that have the **Most Improved Attendance** for the month, they will earn \$5 Beard Bucks or 5 points on Class Dojo to use at the school store for purchase of a desired item.
4. **For Most Improved Attendance Classrooms that have shown growth leading up to 95% or higher as a whole**, classrooms will be awarded with Class Dojo points that can be used for classroom celebrations such as a dance party, extra recess break, Beard Bucks, visit to the sensory room, visit to the drama room, visit to the garden, walk around the track, playing in the blacktop area, or extra gym time.

### **Published Sites**

5. Classrooms that have the top attendance rates for the month will be given “Principal Shout Outs” on Class Dojo for everyone to celebrate student attendance success.
6. Students that have reached their **95% or higher individual attendance goals** for the month will be given a “Celebration Shout Out” on class dojo by their teacher once a month.
7. Names of students with “Perfect Monthly Attendance” newsletter (no absences, no tardies, no early dismissals) will be published in a newsletter and sent home to families to celebrate their attendance success.
8. 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 attendance.
9. Goals with the expectation of 95% will be posted throughout the school.

### **Awards**

10. Monthly “Perfect Attendance” certificates are sent home with students for perfect attendance (no absences, no tardies or early dismissals) for an entire month.
11. In June we will have an “Awards Assembly” and at this assembly, students will earn either certificates or trophies for their successful attendance rate.
12. **For students that attended school over 95% of the time and had no tardies or early dismissals, these students will receive a certificate.**
13. **For students that maintained a 96% or higher attendance rate, and had no tardies or early dismissals, these students will receive a trophy.**
14. Students that have improved their attendance rate over the course of the year will receive a “**Most Improved**” certificate. Significantly improved is going from red to green in dashboard system.

### **School Wide Fun**

15. Classrooms that reach 95% 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 classroom selects the song.
16. Beard bucks will be given out to students on bubble days in celebration for simply being in attendance at school on that day.
17. 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.
18. **3 Beard Attendance Bears** will be distributed to classrooms that reach and maintain their attendance goals of 95% or higher. Bears will be passed onto other classrooms that reach their goals if the room cannot hold onto their 95% attendance rate. Rooms can take pictures with the Bears and post them on the attendance board in the student lunchroom.
19. Beard will incorporate many new ideas throughout the year, initiated by parents or teachers to improve student attendance. As they are determined they will be announced and shared with all community and Beard stakeholders.