



William H. Seward
Communication Arts Academy

Attendance Plan

2020-2021





ATTENDANCE DATA

Our goal for **2020-2021** is to maintain the monthly rate at or above **97%**.

Our area of strength is that attendance has consistently been above 95% since 2014. (2014-15=96.1%, 2015-16=96.0%, 2016-17=95.6%, 2017-18=95.0, 2018-19=95.2). Due to COVID-19 school closures, we do not have data from 2019-2020 that accurately reflects Seward's attendance.

Our area of growth is to address the High-Risk and STLS YTD students on a daily/weekly basis. Another area of growth is to address chronic tardiness that adversely affects the attendance rate.

ATTENDANCE GOALS

Our goal for **2020-2021** is to maintain the monthly rate at or above **97%**.

Our goal is to improve our overall attendance rate by addressing chronic tardiness that leads to partial attendance days.

Our goal is to address the High-Risk YTD students on a daily/weekly basis. The Attendance Clerk and/or Administration will work with the students to create a plan to improve attendance.

Remote Learning

The goal is to support all students to engage in a full day of learning experiences during remote learning at a rate that maintains or approves the school's yearly attendance rate at or above 95%.

ATTENDANCE TEAM

The Attendance Team consists of the Administration (Nora Cadenas and Pebble Jackson), the STLS Liaison (Patricia Zarate), the Attendance Clerk (Juliet Ramirez, and Gabriela Munoz) off-duty Officers Michael Hawlitzky and Patricia Ramirez.

The Administration will monitor daily attendance on the Dashboard.

The Attendance Clerk and the Administration will monitor daily attendance on Aspen. They will make daily phone calls home for all absent students (unless the parent has already contacted the office), collect and record absence notifications/notes, and update the Administration daily.

PROFESSIONAL DEVELOPMENT

We are currently conducting Professional Development for parents on how to access and utilize the new Parent Portal on Aspen to improve attendance.

We hope to reach over 400 parents on Parent-Teacher Conference Day.



VALID REASONS FOR STUDENT ABSENCE

CPS recognizes six reasons for an absence to be considered excused:

- student illness
- observance of a religious holiday (absence note required)
- death in the immediate family
- family emergency
- circumstances which cause reasonable concern to the parent for their child's safety or health (must be approved by the principal)
- other situations beyond the control of the student (as determined by principal) ie, **technology or Wifi failures or delays**

POLICIES AND PROCEDURES

- Teachers need to submit daily attendance in Aspen by 8:15 a.m.
- Teachers need to change an absence to a tardy for students who arrive between 7:55-8:45 a.m.
- Attendance Clerks contact the homes immediately for chronically absent students and make a home visit if necessary, to get the child in school. Off-duty police officers assist with this process.

SEWARD SY21 DAY 1 WEEK 1 GUIDANCE

Teachers:

- Submit attendance by 8:15 am
- Keep a log of absent students
- Teachers will submit a google form to documents absence from classes during the school day.

Clerks:

- Generate attendance report and contacts families
- Contact absence students to join the class before 9:15 am
- [Absence Call Collection Log](#)
- Assist families with internet or device pick up

Administrators and Counselor:

- Communicate with families the school-wide attendance policy



FULL REMOTE LEARNING

- A model where students and staff participate in remote learning instruction daily.
- Grade levels have different asynchronous and synchronous instructional minutes distributions, but students will be synchronous and asynchronous learning each day of the week. [Click here for k-5 schedules](#). [Click here for MYP Schedules](#)
- **ES:** Students will have attendance taken by their homeroom teacher. Scheduled time is dedicated to taking daily attendance. (See Schedules)
- Log into the synchronous learning platform, Google Meet, in accordance with the CPS transition to full Google Suite adoption.”
- The expectation is that students have their cameras on; however, they must be marked **PRESENT** if they are logged in to Google Meet.
If the student is logged into Google Classroom but is not present in Google Meet during synchronous learning the student is to be marked **ABSENT**.

ELEMENTARY SCHOOL

- Students in elementary school have attendance taken by 8:15 am every day.
- Full Remote Learning Days need entry monitoring by designated staff so there is a certainty that attendance is being collected properly and in a timely fashion.
- **ATTENDANCE CLERK/COORDINATOR:** Attendance clerks/coordinators or the principal designee who manage attendance must ensure that teachers:
 - Mark students who are in attendance **PRESENT**
 - Mark students who are not in attendance **ABSENT**
 - Mark students if they arrive late **TARDY**
- **TEACHER:** The homeroom teacher enters attendance into Aspen, the official record of attendance.
- **TEACHER:** Homeroom teachers will mark students as **PRESENT** based on student log-in to Google Meet.
 - Student designation as **PRESENT** or **ABSENT** cannot be dependent on demonstrated proficiency on tasks submitted on Google Classroom or level of verbal participation during the Google Meet.
- **TEACHER:** The homeroom teacher is responsible for changing any **ABSENT** entries to **TARDY** entries if the child joins the course late.



- **TEACHER:** If the homeroom teacher has submitted the attendance for the day, it is the responsibility of the homeroom teacher to inform the principal designee over attendance that edit from **ABSENT** to **TARDY** needs to be made the next day.
- **TEACHER:** If a student reports for a portion of the class, they should be marked accordingly (**TARDY**).
- **TEACHER AND ATTENDANCE CLERK/COORDINATOR:** If a student is in middle school and has subject matter teachers that they normally would see, it is the responsibility of the subject matter teacher who is not the homeroom teacher to inform the principal designee over attendance that the child did not attend or left early. The attendance designee will then manually adjust attendance accordingly.
- **TEACHER AND ATTENDANCE CLERK/COORDINATOR:** A student is marked **EARLY DISMISSAL (ED)** if they leave instruction before the regular dismissal time.
 - Schools should message that early dismissals are discouraged because it interrupts the child's instructional time.
 - When proper documentation is provided with a valid reason for absence or the reason provided at the time of departure is a valid reason, the absence may be excused.
 - In a remote setting, the early dismissal request may go to the teacher who will need to communicate with the attendance person at the school. The attendance designee will calculate instructional minutes as is the procedure, and determine if the dismissal results in a HALF DAY OF ABSENCE< FULL DAY OF ABSENCE, or DOES NOT IMPACT THE 300 INSTRUCTIONAL MINUTE REQUIREMENT.
 - Please use the Instructional Minutes Calculation linked [here](#); for guidance on entering an Early Dismissal, refer to the [Aspen ES Attendance Guide](#) on page 12.

Attendance entries represent the narrative of a student's day; the accuracy of this entry is critical for safety and legal purposes.



KEY STAKEHOLDERS-HYBRID AND REMOTE

TEACHERS:

- Teachers carefully monitor daily attendance in Aspen for accuracy.
- Teachers notify the Administration and Attendance Clerks of any long-term absence notification by a parent or a truancy situation.
- Teachers encourage perfect attendance in their classrooms and promote the school-wide incentives we have in place.
- Teachers record daily attendance on their Seward attendance whiteboard(**Hybrid**).
- Teachers record daily attendance on their Seward Teachers Spreadsheet, shared with all. (**Remote**)

PARENTS:

- Parents are encouraged to send their children to school every day unless they are very ill or have a family emergency.
- Parents call the office, email, *and/or* send a note explaining the reason for absence.
- Parents are made aware of the school-wide incentives that the school has in place.
- Parents organize and conduct the monthly incentive program for primary grade students.

EXTERNAL PARTNERS:

- Mr. Chris Brackenridge, from the BAM Program, provides support to chronic truant students(male) who require SEL intervention.
- CPD Officer Hawlitzky will assist with home visits. (**Hybrid**)



Principal - Nora A. Cadenas

Assistant Principals
Pebble C. Jackson
Patricia L. Zarate

STRATEGIES

TIER I:

Encourage Perfect Attendance for all students:

Monthly Incentives:

- Out-of-Uniform Day for three rooms with the highest attendance percentage per month: (1-primary, 1-intermediate, 1-upper). Ties are possible.
- Reward tickets for small prizes (toys) for Primary grades Pre-K-4th (forthcoming by parents).

Quarterly Incentives after each Report card marking:

- Names posted in classrooms
- Pencils, McDonald's, Burger King "freebies," or other novelties
- Movie with popcorn

Yearly Incentives:

- Receive a certificate and a medal at the EOY Awards Assembly

TIER II:

- Ensure attendance is marked accurately in Aspen.
- Make daily phone calls home immediately in the a.m. to prevent absences, if possible.
- Check-in with students who are in danger of falling into Tier III.
- Detention on Fridays for students who exceed 15 minutes or 2+ tardies per week.

TIER III:

- Involve the parents to determine the attendance issue and see how the school can assist and come to a resolution.
- Engage all involved parties: student, parent, teacher, administration, attendance clerks.
- Closely monitor these students and conduct daily check-ins (attendance clerks).
- Determine an appropriate individualized incentive program, if needed, with an attendance mentor (e.g., McDonald's cards, etc.).

Coming Soon- Additional Incentives for Remote Learning

Current Considerations...

1. Host a Virtual Party 🎵

2. Lunch with Teacher 🍽️

Technology gives us the amazing opportunity to have a 1:2, or small group, lunch with students. Students can redeem this reward to have lunch with a favorite teacher or school leader over video chat.

3. Video Game Rewards 🎮



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4. Food Delivery Gift Cards 🍔

5. Raffle 🎟️

6. Creativity Care Package 🎨

7 Social Media Takeover 🧑🏫

An age-appropriate TikTok challenge.

Emcee your virtual party.

8. Virtual Talent Show 🎤

9. Silly School Leader 😂

Let a student pick a TikTok dance to do in front of the whole school.

Let a student pick a wacky haircut or hair color to debut – live!

10. Create a process for how rewards will be redeemed using LiveSchool points

Rewards are redeemable every other Friday.



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RESOURCES

Absence Forms

- Reason for Absence Note [[ENGLISH](#) | [SPANISH](#)]

Attendance Forms

- School-Made and Received Absent Student Notification Phone Calls [[ENGLISH](#)]
- Early Dismissal of Students Log [[ENGLISH](#)]
- Parent Conference Notification [[ENGLISH](#) | [SPANISH](#)]
- Parent / Guardian Conference Report [[ENGLISH](#)]
- Attestation of Enrollment and Residency [[ENGLISH](#)]
- Home School Registration [[ENGLISH](#)]
- Statement of Assurance (Parent-Taught Home Instruction) [[ENGLISH](#)]
- Unable to Locate / Lost Child Report [[ENGLISH](#)]

Practices for Distribution

- Attendance Overview for Parents [[ENGLISH](#) | [SPANISH](#)]
- FAQs Around Attendance [[ENGLISH](#) | [SPANISH](#)]

Related Links

[Crisis Support](#)

[Getting Back on Track](#)

[Student Code of Conduct](#)