

W.J. Keenan High School

Attendance Success Team

In efforts to ensure that W.J. Keenan maintains a high Average Daily Attendance rate, various strategies will be implemented to monitor and improve attendance. W.J. Keenan High School Attendance Success Team consists of the school's administrators, attendance secretary, social worker, guidance counselors, and PBIS Team members. The team meets bi-weekly to review student attendance data. Specifically, the team focuses on truant students and/or students who are likely to become truant and creating plans to help them improve their attendance. W.J. Keenan High School is a PBIS school, therefore, the team focused on ways to demonstrate positive reinforcement. In addition, the team discusses incentives that will be provided for students with perfect attendance as well as for students who improve their attendance.

Each team member has specific duties and responsibilities (see below).

Team Member	Duties/Responsibilities
Marcia Seawright (Administrator)	<ul style="list-style-type: none">• Guide and facilitate meetings• Provide agendas for meetings• Analyze and interpret school's daily attendance report• Monitor school's attendance data• Provide data for attendance meetings• AIP (Attendance Intervention Plan)• Sign court documents• Consistently communicate with Attendance Team Members
Ebere Cornelius (Social Worker)	<ul style="list-style-type: none">• Contact students and parents when students begin missing consecutive days of school• Meet with parents to discuss student attendance• Conduct interviews/home visits to identify barriers to regular school attendance
Ramona Suber (Attendance Secretary)	<ul style="list-style-type: none">• Provide Attendance Reports• Send attendance warning letters and court letters to parents• Input truancy data in PowerSchool• Print teacher attendance reports daily and send to the Attendance Administrator• Analyze first block attendance reports and make changes as needed

Dalphine Humphrey (Guidance Counselor) Students with last names A-E	<ul style="list-style-type: none"> • Contact students and parents when students begin missing 3 consecutive days of school or 5 cumulative absences • Meet with students and parents to discuss student attendance, • Identify barriers to regular school attendance
Saran Hasinger (Guidance Counselor) Students with last names F-N	<ul style="list-style-type: none"> • Contact students and parents when students begin missing consecutive days of school • Meet with students and parents to discuss student attendance • Identify barriers to regular school attendance
Faith Wheeler (Guidance Counselor) Students with last names O-Z	<ul style="list-style-type: none"> • Contact students and parents when students begin missing consecutive days of school • Meet with students and parents to discuss student attendance • Identify barriers to regular school attendance
PBIS Team Members	<ul style="list-style-type: none"> • Contact students when they begin missing 3 consecutive days of school or have 5 cumulative absences

Teachers

Teachers are responsible for taking attendance daily. In addition, they are expected to notify Mrs. Suber if a student is absent 3 consecutive days. The teacher will contact Mrs. Suber if a student is at school earlier during the day but is absent from his or her class. If a student did not sign out, the teacher will write a discipline referral for that student. If teachers do not take attendance, administration will be notified.

Students

Students are responsible for signing in daily using the Scholarchip kiosk. If students are absent, they will bring in excuses within three days of their absence.

PBIS/ Incentives

The Attendance Success Team will work closely with the PBIS team to provide incentives during PBIS celebrations. The team will meet regularly with students on Attendance Intervention Plans (AIP) to discuss their absences and provide the students with a Raider Buck to use in the school store or canteen. The team will identify students with perfect attendance and recognize them quarterly. At the end of the year, students on an AIP will be recognized if they have decreased their absences. The team will also recognize students who have perfect attendance at the end of the year. Student Council will assist with incentives. Teacher Cadets will assist with displaying attendance information on bulletin boards.

Note: If students are absent first block, Mrs. Suber will check their attendance in other classes. If the students were only absent first block, then that absence will be change to a tardy. This will show as a tardy on the daily report but it will still show as an absence in PowerSchool.

ATTENDNACE SUCCESS TEAM MEETING DATES:

***August 10- 2:00 pm**

September 1, 15, 29

October 13, 27

November 10

December 8

January 5, 19

February 2, 16,

March 2, 16,

April 13, 27

May 11, 25

All meetings will start at 9:00 AM except the meeting on *August 10. Meetings will be held in the Guidance Conference Room.

W.J. Keenan High School

Attendance Success Team

Strategies to Help Improve Student Attendance and Increase Student Achievement

W.J. Keenan High School will improve student attendance by:

- Decreasing the number of students who miss 3 consecutive days or 5 cumulative days of school
- Reducing the number of students arriving to school late.
- Increasing parental awareness about the importance of school attendance, arriving on-time, and the resources/supports available.
- Rewarding students who achieve perfect (no absences) attendance each grading period.
- Motivating students who have an AIP in place to abide by the school's attendance policy.
- Consistently monitoring student attendance data

Monitoring Attendance Data and Practice

1. W.J. Keenan High School Attendance Success Team consists of the school's administrators, attendance secretary, social worker, guidance counselors, and PBIS Team members. The team meets bi-weekly to review attendance data and discuss appropriate interventions for students as necessary.
2. Each team member is responsible for a selected group of students as well as completing an Attendance Intervention Plan (AIP) for the students when necessary.

Notifications

3. During morning announcements, the expectations of coming to school and arriving to school on time will be emphasized to students.
4. The importance of teachers taking attendance daily will be emphasized throughout the school year. If/when teachers do not take attendance, they will be notified by the Attendance Administrator.
5. Each day, the attendance secretary will generate a list of absent students based upon first block attendance. The absentee report will be sent to the Attendance Administrator.
6. The school's automatic phone dialer will call the parent(s) of absent students.
7. The school will use a variety of methods (e.g., meetings between the principal and student; phone calls; letters; etc.) to notify parents of students who are miss 3 consecutive absences or 5 cumulative absences.
 - a. Phone calls- In addition to the automatic phone call that goes to parents of absent students, the members of the PBIS team will assist with making calls to parents of

students who have 3 consecutive absences or 5 cumulative absences. The purpose of the call is to remind them about the school's attendance policy.

- b. Phone Call and Letter – Parent(s) will receive a phone call and letter from the school explaining that their student has missed 3 consecutive absences or 5 cumulative days of school and reminding the parent of the importance of school attendance. The parent(s) will be encouraged to meet with their student's guidance counselor to discuss attendance issues.
- c. Phone Calls, Certified Letter, and Meeting – Parent(s) will receive a phone call from the school informing them that their student has missed 3 consecutive days of school. A certified letter will be sent home from the school requiring that the parent(s) meet with the school's attendance administrator and child's guidance counselor to discuss supports that may be provided to facilitate improved attendance as part of the Attendance Intervention Plan (AIP).
- d. Home Visit – The school social worker will conduct a home visit to meet with the student's parent(s), assess barriers to school attendance, and develop a plan to improve the student's attendance.
- e. Weekly attendance data will be generated by grade level and shared with teachers.

Keeping Parents and Students Engaged and Informed

8. Registration, Open-house and Parent Teacher Conferences – Attendance information will be provided and emphasized to parents during registration, open house and parent teacher conferences. The information will include the importance of school attendance and the risk factors associated with chronic absenteeism.

9. Weekly Newsletter and Communication Outlets- Information regarding coming to school and coming to school on time will be frequently shared with parent(s) using the school's communication outlets

10. School-wide incentive program - Students who have perfect attendance at the end of each grading period will be recognized and rewarded.