

ALT TEAM MEETING

September 14, 2018

7:45 am

Attendees: Tukeva, Barnett, Weiss, Hartwill, Farrackan, Thweatt, Hinkson, Lora, Selby, Vagelov, Schutt, Hall, Shoenthal, Crivelli, Castro, Athmer, K, Spinks, Aguilar, Pugh, Hall, Ermis, Hunter, Edwards, Jones, Magee, Connor, Talarico, McCulloch, Macolm, Abbondanza and Penn.

The meeting began at 7:45 with a presentation by Ms. Castro on the new DCPS attendance policy, and the roles of each member of the faculty in following all attendance procedures. After the presentation of the policy, the following questions were posed?

- Can we tweak this slightly and then present it to all students so that they know exactly what the procedures are?
- How can we record SST's when the Aspen system isn't taking the data in some cases?
- Can we establish more strict or different consequences here at CHEC so that we are able to continue to improve our attendance rate?

The question was then posed – What consequences/disincentives as well as incentives should we design in order to make sure students maintain excellent attendance?

There were ideas and suggestions that fell into the categories of classroom based and whole school based. Below is a summary of the recommendations and needs:

Schoolwide managed disincentives/consequences:

After School Detention (continued from last year)

1. Need to determine after how many absences, when, and staffing of the detention –
Suggestions:
– Every early release day those students with one to three unexcused absences in a month would have to report to detention instead of being released to community service. *For middle school this might have to be different since they do not leave early.* Students with 2 or more unexcused absences in a week would have to come to Saturday detention that Saturday, from 9 to 12 noon. They would be required to work on homework and other assignments. Failure to come to Saturday detention would result in a parent conference, attendance contract, and eventual court referral.
2. Need a more immediate and serious response to absence from 9 week courses, since they have only 45 days of class.
3. Same day detention for students late to school or class
4. Any student with an unexcused absence or tardy in a week would be ineligible for any incentives or special events in that week. Example, if an SLC wins the PBIS competition for a dress down day, students with any unexcused absences will not be eligible for the dress down day.

5. Students with unexcused absence on any day will have a 0 for any classwork or assignments on that day, and it will only be converted to a grade when they complete that classwork or assignment.

6. All classwork and assignments will be posted on Aspen or Canvas, and students are responsible for accessing them and completing them

N.B. – We need to find a way with Central Office to make sure all students AND parents have access to ASPEN.

7. Once a week in advisory, students will be provided with a list of their absences and tardies in advisory or PLT, and will be asked to reflect upon them.

8. We will create an FAQ on attendance and present it in a very concise form in grade level assemblies; it will also be sent home to parents.

Classroom Based Disincentives or Procedures for absences

1. Talk to students about attendance, and ask them to inform you ahead of time when they will be absent, so you can put their assignments up on Canvas ahead of time.

No grace period for lateness

We will mark tardy any students who come after the bell rings without a pass. 3 lates will trigger a early release day detention. More than 3 lates will trigger a Saturday school detention.

Schoolwide Incentives for Excellent Attendance and Punctuality

Students:

- Every class that has one week of perfect attendance will receive a dress down day.
- SLC with highest attendance rate each week gets the Attendance Trophy presented during lunchtime
- Attendance Star Tshirts that can be worn on Friday.
- Other incentives will be determined through meetings with Student Focus Groups during the week of September 18.
- Every week, we will focus on the period that had the most absences the previous week, and offer a dress down day for the classes that have 100% attendance
- Dances or other activities determined by students
- Public recognition for students with perfect attendance for the week – photos posted on attendance bulletin board

Parents

- Parents whose students have perfect attendance and punctuality in a week receive a grocery gift card
- Parents whose students have 95% attendance in the month will be invited to school for a special recognition celebration.

Teachers

- Teachers with a class that has perfect attendance for a week will receive a gift card or extra planning period (choice)
- Other suggestions to be solicited
- Other suggestions were solicited as to encourage better attendance which grants could be provided to cover expenses as share by Ms. Selby
- Information on how to apply for grants is to be sent to everyone (one grant per month) “How to Fund our School” grants. The first date to apply is Oct 1 thru 15th.

Classroom based or Grade Based Incentives for attendance

- Two weeks on time – exchange points for video games (Avance – Mr. Aguilar)
- Gather list of current best practices from teachers

NEXT STEPS

Student Focus Groups – Week of September 17 – Deans to coordinate

Collection of Best Practices from all Teachers – create a toolkit

Student Assemblies – Week of September 24

Parent Letter and Invitation to Parent Meeting – Week of September 24