

**Kesterson Elementary School
Attendance Improvement Plan
2019-2020**

Kesterson Elementary School will adopt a tiered series of notifications for students who are missing an increasing number of school days, whether the absence is excused or unexcused. The school will use a variety of communication measures to connect with parents. The communications will occur as students miss three, six, nine, ten or twelve days of school.

# of days absent/tardy	Notification
3	Phone Call (Teacher) - Parent will receive a phone call from the student's teacher indicating that the student has been absent three days of school. The teacher will discuss the importance of being at school on time every day. Teachers will call after every three excused and unexcused absences.
6	Phone Call (Counselor) - Parent will receive a phone call from the school counselor explaining that the student has been absent six days of school and to remind the parent of the importance of regular school attendance. The parent will be encouraged to meet with the child's school counselor to discuss attendance issues.
9	Phone Call and Meeting (Teacher and Administrator) - Parent will receive a phone call from the school informing them that their son or daughter has been absent nine days of school. A Request for Required Parent Conference will be sent home from the school requiring that the parent meet with a school administrator and their child's teacher to discuss supports that can be provided to facilitate improved attendance. Parents will receive notification of the possibility of retention due to excessive absences. Retention possibility notice will be signed during this meeting.
10	Rise and Shine Incentive Club (Counselor) - Students who have 10 absences will participate in the Rise and Shine Incentive Club with the school counselor. Students will receive positive Class Dojo points for attending school each day. Prizes will be awarded to students based upon the number of points earned.
20	Phone Call and Meeting (Teacher and Administrator) - Parent will receive a phone call from the school informing them that their son or daughter has been absent twenty days of school. A Request for Required Parent Conference will be sent home from the school requiring that the parent meet with a school administrator and their child's teacher to discuss supports that can be provided to facilitate improved attendance. Parents will receive notification of the possibility of retention due to excessive absences. A second signature will be obtained for the possibility of retention notice.

** Truancy letters for unexcused absences are automatically sent home to families after 3, 6 and 9 consecutive unexcused absences.

** Truancy officers are sent to homes after a child has missed 3 consecutive unexcused absences.

Prevention Activities/Incentives

Kesterson Elementary School will provide parents and families with information about the importance of attendance as one of the primary prevention strategies. Moreover, the school will introduce school-wide incentives to encourage students to strive for good or perfect attendance as well as parent and student resources to inform families of the importance of attending and arriving to school on time each day.

- *Back to School Information sent to families*
 - The Kesterson Student Handbook and Attendance Accord sent home in August to outline attendance expectations and the importance of being at school on time each day.

- *Newsletters and Articles pertaining to attendance*
 - Newsletter segments and attendance articles will be sent out to families presenting the risk factors associated with chronic absenteeism.

- *Healthy Kids Campaign-*
 - Resources and/or instruction on germs, cold vs flu, hand washing etc...

- *School-wide incentive program*
 - Attendance Competition K-5th Grade- A board in the main hallway has been created to track and display daily attendance percentages by grade level. Grade levels earn prizes based upon the data.
 - Monthly Incentives - All students who attend school all day, every day will be rewarded utilizing a variety of incentives including, but not limited to, special events. Incentives ideas will be developed by the school's attendance committee based upon students' interests.

- *Rise and Shine Club!!*
 - To decrease the number of students who are absent from school, the counselor has developed a program called the "Rise and Shine Club" to encourage students to be in class on time each day. Students who have ten or more absences will check-in with the counselor in the front office every morning when they arrive to school and will receive points for the days they attend and arrive on time. When the student has earned 20 points, he or she will visit the counselor at a designated time to receive a prize from her treasure box.