

A World Language Academy
Chase School



Creating **H**igh **A**chievement & **S**upporting **E**xcellence in all areas by focusing on children
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***Chase Elementary School Attendance Plan
2015-2016***

Parents/Guardians are ultimately responsible for ensuring that their children attend school regularly. The Chase Elementary School attendance plan has been developed to ensure that all stakeholders (teachers, parents, students, and staff) are aware of the procedures that will be followed to ensure students are in attendance daily, reduce tardiness and early dismissals. This plan is to encourage students to have minimal absences that affect their academic growth.

A. General Information

- School begins daily at 8:15 a.m. and ends at 3:15 p.m.
- Students are expected to line up at 8:10 am and be in their classrooms and ready to begin their school day at 8:15 am.

B. Attendance Policy

Absences

If a student does not come to school, they are considered absent. Absences are considered **Excused** for the following reasons based on the Chicago Public Schools Absenteeism and Truancy Policy:

- Personal illness of the student
- Observation of a religious holiday
- Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis)
- Other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis including but not limited to, homelessness and its attendant difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)
- Death in the immediate family
- Family emergency

If a student does not come to school, they are considered absent. Absences are considered **Excused Absence** for which there is a valid cause based on the Chicago Public Schools Absenteeism and Truancy Policy (see above). A letter (or note) signed by the parent or legal guardian must accompany the student the day after the date of absence.

Additional prearranged absences must be made in writing to the principal at least five days in advance. A determination will be based on the reason(s) stated in the written request for the prearranged absence whether the absence is excused or not. If approved, the parent or guardian will be notified. All other absences are considered unexcused.

All unverified absences will become unexcused absences after three days if no written communication is received.

After 5 and 10 days of unexcused absences, a notice will be sent by the school to the parent/guardian. After 18 days of unexcused absences, legal proceedings will begin. These are State Attendance Laws and are in effect for the school year. If your child is absent from school, she/he must have a note upon return. Even if you have called the school, or the school has called you.

Parent Responsibilities:

- Call the main office at Chase (773-534-4185) and state the name of the student that will be absent, his/her homeroom teacher's name, and reason for the absence.
- Upon the student's return to school, send a written notice or a doctor's note regarding the student's absence.
- Make sure child obtains missing work and completes it accurately.

Student Responsibilities

- To obtain and complete all missing assignments (both classwork and homework) within a timely fashion. (i.e. if you are absent one day, you have one day to complete your work. If you are absent two days, you have two days to complete your work, etc.) Talk with teacher to make up missing tests if needed.

Teacher Responsibilities:

- Mark the student's attendance in IMPACT: Gradebook and on the paper attendance rooster which is to be submitted to the clerk by 9:00 am.

- Once the student has missed two unexcused days of school, the teacher will contact the home to follow up with parent and then inform school clerk and administration. Teachers will keep a log with documentation of phone calls, emails or parent meetings.
- Teacher will collect missed work throughout the day to be completed for homework upon the students return. Teacher will NOT be expected to stop teaching class to collect homework for an absent child. Requests for homework for an absent student must be submitted to the office at the end of the day if homework was requested by a parent.
- Teachers will be vigilant for any absence or tardy patterns and communicate with parent as well as counselor, security, principal and/or assistant principal.
- Teachers in their grade level meetings on a biweekly basis will collaboratively work on creating a student attendance intervention plan for students with a 90% or lower attendance rate.
- Ensure that their daily instruction is engaging, rigorous and relevant.
- Create an incentive program within their classrooms for attendance separate from the school wide incentive program for attendance.

Clerk Responsibilities:

- Review messages on CPS calling system.
- Contact homes via phone or email to ascertain student attendance status after 2 consecutive absence days.
- Write name, homeroom, and reason for student absence in attendance documentation log.
- Mark all students excused or unexcused in IMPACT based on reason given for absence.
- Check IMPACT daily
- Check Dashboard attendance weekly, identify issues, and correct
- Check IMPACT, print, and mail the 5 and 10 day letters monthly
- Call parent or guardian of any student who is absent and have not notified the school.

School Counselor Responsibilities:

- Make courtesy phone call to parent about absences after teacher has made the first call and document on attendance phone log.
- Will make home visit with the assistant principal and/or security if the student is chronically truant.
- Works collaboratively with homeless liaison to make phone calls and meet with parents as needed to ensure students and parents have bus passes.
- Send letter when the student reaches three unexcused absences and seven excused absences.
- Upon fifth unexcused absence, complete and forward attendance referral form to the Principal/Assistant Principal. Make sure a copy of the referral is on file marked as first contact.
- Collaborate with teachers and parents for students with a 90% or lower attendance rate to create an individualized attendance intervention plan with student.

Principal/Assistant Principal Responsibilities:

- Identify students who were chronically absent from school during 2012-2013 school year and develop an intervention plan to monitor their attendance this school year.
- Sign attendance referrals for unexcused absences sent by counselor at 5 unexcused absences.
- The assistant principal will make home visits if the student is chronically truant.
- Establish meeting to discuss attendance issues and develop a plan to ensure student achievement after ten or more absences for the school year.
- The principal MAY require a doctor's note after the student has accrued ten or more absences for the school year.
- Collect attendance log from teachers, counselor and clerk
- Pull data on each student and/or homeroom to be vigilant of student's attendance rate on a biweekly basis and provide to homeroom teachers or during grade level meetings.
- Establish meeting to discuss attendance issues and develop a plan to ensure student achievement after 10 or more unexcused tardies for the school year.
- Remind families about the importance of school attendance and to encourage them to take vacations during the scheduled non-school days and about the negative impact of truancy on learning.
- Recognize students with perfect attendance by posting the names of perfect attendance students in a visible area of the school.
- Recognize the top homerooms with the best attendance on a monthly or quarterly basis.
- Create a raffle where all students with perfect attendance for that quarter are entered for a chance to win a prize.

Tardies

All students that arrive to school after 8:20 a.m. are considered tardy and must be sign in at the security desk. Students will be given a tardy pass, noting the reason for the tardy, whether it is excused or unexcused, and directed to his/her classroom.

Excused Tardies

1. All items for excusing absences are listed above.

2. Emergency situations arising from unusual weather conditions.
3. All tardies resulting from late buses shall be excused. Tardies to school due to the late arrival of a bus shall be recorded separately from tardies for other reasons.

Parent Responsibilities:

- Escort child into the building.
- Give reason for tardy.
- Initial tardy pass.

Teacher Responsibilities:

- Accept student into class without drilling the student about being tardy.
- Help student to get into the class routine.
- If students have 3 unexcused tardies, send teacher tardy letter home.

Clerk/Security Responsibilities:

- Write the tardy pass.
- Evaluate the reason for tardy based on regulations.
- Change the absence to the tardy in IMPACT

Counselor Responsibilities:

- Make courtesy phone call to parent to discuss unexcused tardies when student has 7 or more.
- Send letter when the student reaches 8 days of unexcused tardies.
- Make courtesy phone call to parent to discuss excessive excused tardies to offer assistance as needed.

Principal/Assistant Principal Responsibilities:

- Collect attendance log from teachers, counselor and clerk
- Pull data on each student and/or homeroom to be vigilant of students with attendance below 90% on a bi-weekly basis.
- Establish meeting to discuss attendance issues and develop a plan to ensure student achievement after 15 or more unexcused tardies for the school year.

Early Dismissal

Students may receive early dismissals for illness, medical appointments, or a death in the family. Students who receive an early dismissal must be picked up from school by a parent or guardian as indicated on the emergency form. This policy cannot be waived with a note, phone call, or any other means. The parent or guardian must come in to the office, provide the proper identification, and sign-out their child. Students will not be called down to wait for a parent. If the student returns to school before the end of the day, the parent or guardian must escort the student back into the building and sign in the student. The student will receive a return slip and escorted to class.

1. If student require an early dismissal from school due to illness or extreme emergency, parents must report to the Main Office.
2. Clerk will call your parent or guardian to obtain permission for your early dismissal. You cannot be given an early dismissal unless the parent or guardian can be reached.

Work Habits and Absences

Students will have same number of days to complete assignments missed during an excused absence as the student was absent (one for one, two for two, etc.). If students accumulate 10 excused or unexcused absences and are not completing missed assignments, they **may** be considered for retention or attend summer school, unless otherwise suggested by the teacher.

Attendance Standards

Students are to be in school and arrive on time during student days of attendance. Ultimately it is the parent or guardians responsibility to ensure students arrive to school and on time. The parent is also to communicate with the school in the case their child(ren) are absent. Parents should be aware that attendance is important for their child(ren) to do well academically.

Parent Notification

Parents will be notified of their child's absences through verbal and written communication. The CPS calling system will notify parents of their child's absence on a daily basis. During the second semester, a reminder will be given to parents to remind them of our attendance plan. Letters will be sent home as stated above for attendance issues.

C. Celebrations/Recognitions

- Students with perfect attendance will be recognized on a monthly basis (i.e. picture on the perfect attendance bulletin board, classroom percentages, out of uniform pass)
- Classrooms with the highest attendance rate for each month will be recognized and celebrate with a special treat (i.e. extra-curricular activity, pizza party, arts/crafts).
- Students with perfect attendance for each quarter will be eligible for a drawing (i.e. bicycles, iPad)
- Students with perfect attendance for the full year will be eligible for a drawing (i.e. bicycles, iPad)