



ROBERT H. GODDARD HIGH SCHOOL

Dr. Joseph J. Birgeles, **Principal**
Alana Basmagy Duggan, **Assistant Principal**
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For Communication Arts and Technology
Motto: *Perseverance*Achievement*Civility*

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2015-2016 ATTENDANCE PLAN Robert Goddard High School Principal-Joseph Birgeles

ATTENDANCE TREND DATA:

2008-2009- attendance percentage: 90%

2009-2010 attendance percentage-89%

2010- 2011 attendance percentage -88%

2011-2012 attendance percentage-90.5%

2012-2013 attendance percentage-91%

2013-2014 attendance percentage-92%

2014-2015 attendance percentage-92%

2015-2016 attendance percentage GOAL-93%

SECTION I- VISION STATEMENT

The Vision of the Robert H. Goddard HS for Communications Arts & Technology is to Promote a Rigorous Instructional and Intellectually Active Learning Environment Where Teachers are Highly Effective and Students are College and Career Ready.

SECTION II DAILY ATTENDANCE RECORDING PROCEDURES

- Student attendance is taken daily. Period 2 attendance is the official attendance and scanned daily. The pupil accounting secretary is responsible for collecting and scanning attendance. In the event of the pupil accounting secretary absence scanning is then done by another secretary.
- **ALL** late students will fill out a late pass. Students who come in later than first period must report to the main office before attending class. Changes from absent to late are recorded daily in the ATS system by the Pupil Accounting Secretary.
- Teachers record the lateness on SKEDULA & the daily scan sheet.

- Daily phone calls will be made to the homes of absent students by either the Pupil Accounting Secretary or the Guidance Counselor. Parents of students who are late will receive phone calls from the Dean or the Pupil Accounting Secretary. All calls are ILOGGED in the ATS system. Students with multiple latenesses will receive detention.
- The Pupil Accounting Secretary will update student biographical information as new information is received to ensure the accuracy of all addresses (including apartment numbers) and telephone numbers.
- Parents will be advised of the importance of informing the school of any changes. The Pupil Accounting Secretary will update emergency contact information on a regular basis (two times per year) or as new information is received.

Process for Inputting Attendance Reason Codes into the ATS System

All absences will be investigated. Parents will be advised to submit in writing the reasons for children's absences. The notes (parents and doctors') will be maintained in the school's main office. The appropriate attendance reason codes will entered into the ATS system.

The Guidance Counselor monitors the student's admissions, discharges and programming. Code 12 discharges are investigated by the Attendance Teacher and supervised by the attendance supervisor.

Maintenance of Attendance Records

The 407s, absence notes, ATS scan sheets and the change of attendance forms are filed in a cabinet in the attendance coordinator's office. 407s are kept in a binder until they are closed. They are then placed a binder for closed 407s and kept in a file cabinet. Records should be maintained for a minimum of 7 years.

Back-up Attendance Taking Procedures

When the scanner is not working the attendance is done manually on the ATS system. If the ATS system is inoperable scanning will be done at the closest school with a working scanner. The Helpdesk is notified for assistance and/or repair.

**In the cases of epidemics and emergencies the school's attendance procedures will conform to the dictates of the Chancellor.*

SECTION III-FOLLOW-UP PROGRAM FOR ABSENTEE STUDENTS

Staff responsible for attendance follow-up

Attendance staff will be trained and will receive information on attendance regulations and procedures. Teachers will also receive information on attendance regulations and procedures. The principal will oversee and approve all attendance procedures in the school. The attendance coordinator, will review and monitor attendance reports. The attendance coordinator will also review and sign off on 407s.

The attendance teacher will review and follow up on 407s. The attendance teacher will also outreach with families and/or agencies concerning students' absences.

The Pupil Accounting Secretary (P.A.S.), processes student admissions, and the Guidance Counselor processes discharges. The P.A.S (in conjunction with the principal and attendance teacher) will ensure that the Clearance of Register Information is accurate and completed by **October 31** of each school year. The P.A.S. will also ensure that all updated biographical information is put into the ATS system. The guidance counselors will perform initial outreach (telephone, calls, letters and home visits) on students who have attendance concerns. The Guidance Counselor will inform the attendance of their outreach. The P.A.S. will print and give out all necessary attendance reports (rcal, rwcl, rcl, rdal, etc). The P.A.S. will work closely with the attendance coordinator, guidance counselors and attendance teacher to support the school's attendance program. The P.A.S. will also enter in attendance codes. The guidance counselors will contact and meet with students and parents when necessary. They will also help to develop intervention strategies for attendance. The guidance counselors will also participate in attendance meetings

Outreach Process

On the first day of absence a phone call is made to the home of the student. On the second day of absence a letter is sent to the home. On the third day of absence a home visit is made. Unresolved absences are referred to the attendance teacher.

Outreach Documentation

Outreach is facilitated by the Guidance Counselor and Attendance Teacher. All outreach is documented in the ILOG portion of the ATS system. Copies of letters are kept on file in the attendance office. Parents sign in when they attend attendance meetings. Attendance teacher outreach is documented on the 407s.

Collection and Storage of absence notes

Parents are advised to provide written documentation of students' absences. Students submit the notes into the main office. The Pupil Accounting Secretary enters the appropriate absent codes in the ATS system and files the notes. Copies of the medical notes are given to the school nurse.

The Pupil Personnel Committee

Meets to identify and discuss strategies to support students with attendance concerns. When necessary, Intervention Plans will be created.

Code 12 Discharge:

The pupil accounting secretary enters a preliminary Code 12 discharge. Documentation which includes the 407 signed by the attendance teacher and principal as well as, evidence of extensive outreach must be given to the Network Attendance Supervisor for review and approval. If approved the discharge will appear in the ATS system. The attendance teacher continues outreach on these Code 12 cases.

SECTION IV-LATENESS AND IN SCHOOL TRUANCY

Late students must report to the main office. Students are given late passes to give to their teachers. Teachers record the students' lateness's on the scan sheet. The P.A.S. receives the second half of the late pass and records the lateness in ATS.

Parents of students who exhibit lateness patterns are notified and meetings are set up with any and/or all members of the attendance team.

When necessary students will meet with various members of the attendance committee. Attendance is taken in each class by the teachers. Period to Period Attendance sheets are scanned weekly by the Pupil Accounting Secretary. The P.A.S. then does a REVA in the ATS system which reveals students who are “cutting” classes. Students who miss classes are identified and outreach is made from either the teacher or the Guidance Counselor or the Dean. Students are reminded of the importance of going to ALL assigned classes. Students who exhibit repeat cutting behavior are referred to the Pupil Personnel Committee, which discusses and creates plans for intervention.

SECTION V-407 Tracking System

Teachers are an integral part of early attendance intervention. Initial absences are investigated by the guidance counselors. The guidance counselors contact the home of the absent student and sends letters. When the absence is not resolved at the school level it is referred to the attendance teacher. The attendance teacher investigates the 407 by making home visits, telephone calls and meetings with parents.

Parents are informed of the Compulsory Education Law as well as the Chancellor’s Regulation on Attendance. After the investigation the 407 is closed upon the students’ return to school. Students with repeated 407s are monitored by the attendance teacher and the attendance team.

Forms 407s are manually generated by the attendance coordinator. The principal will manually generate 407s for address investigations, and other attendance inquiries. The 407s comment and resolution codes are put in ATS by the guidance counselors. The attendance coordinator reviews the closed 407s before approving and signing.

The RCUA report will be run weekly and distributed amongst members of the attendance team. The reports are filed in the attendance office.

Names and titles of the staff responsible for organizing and implementing follow-up of 407 cases.

Joseph Birgeles, Principal.

Claudia Chapur, Attendance Coordinator

Joseph Kreiselman, Attendance Teacher

Jaymie Rodgers, Pupil Accounting Secretary

Amanda Castillo, Michelle Dellilo, Claudia Chapur, Guidance Counselors

Roselyn Corcino-Pino, Parent Coordinator (PC), will provide parental and family resources.

Each week 407s are generated from the ATS system for attendance follow-up. Outreach on the 407s is then performed. The RCUA report is run weekly to monitor the status of the 407 cases. The Attendance Coordinator, as the Principal's designee reviews, approves and signs the 407s that are closed at the school level.

Initial outreach is done by Guidance Counselors. Cases that cannot be resolved at the school level are referred to the Attendance Teacher. The Attendance Coordinator monitors the outreach process.

Completed 407s are filed in a closed 407 binder and filed in a drawer in the Guidance Counselors' office. Copies of the 407s are given to the Pupil Accounting Secretary.

Attendance concerns will be given to Guidance Counselors. The names of the students should be addressed at the Pupil Personnel Committee meetings. Guidance Counselors will perform outreach to these students' families. Guidance Counselors will help to create intervention plans for improving attendance. Guidance Counselors will work closely with classroom teachers. Guidance Counselors may also report Educational Neglect to the State Central Registry.

The ATS Printer DOE8017472, printer #1 which prints out the scan sheets and reports is located in the main office room 144B.

ILOG is used to input outreach information into the ATS system. All attendance team members have ILOG access and input all outreach information into ATS within one week of the outreach.

SECTION VI-REENTRY/RETENTION PLAN

Outreach is performed daily to ensure that absent students return to school as quickly as possible. Once the student returns to school it is our goal to retain them and change the poor attendance behavior. Parents are made aware of any intervention provided to their children. Students with long-term absences will meet with one or more of the following, depending on the needs of the student: the Principal, the Assistant Principal, the Guidance Counselor, and or the Attendance Teacher in order to assist in supporting good attendance. Support from outside agencies is requested when necessary. The Pupil Personnel Committee will meet with the teachers and when needed parents to discuss and develop attendance improvement strategies. Teachers will be asked to provide makeup packages for students to take home. Academic intervention will be made available. Teachers will also be asked to advise the attendance office of the students' absence and lateness patterns. Meetings will be set up for parents with members of the attendance team. Additional support will be made available when needed, through intervention. The students who improve will receive recognition.

****SECTION VII - PLANNING INTERVIEW**

Procedures are in place for managing and tracking the implementation of Planning Interviews

1. Claudia Chapur, Amanda Castillo, and Michele DeLillo conduct the Planning Interviews.
2. Alana Duggan and Ciara Erdman assist in conducting Planning Interviews for students with IEPs.
3. Once a student is placed on the 407 list, Letter #1 is mailed to the families home in the their home language. Letter #2 is mailed 10 business days after letter #1 if no response is received from the family.

- Planning Interview Packet and transcript is prepared 10 business days thereafter and send to the parents and students. Know Your Rights packet is mailed along with the Planning Interview Form
4. Jaymie Rodgers and Amanda Castillo enter the Planning Interview information into ATS on PIES (Planning Interview Entry Screen) and the Discharge screen.
 5. Jaymie Rodgers tracks the status of the Planning Interviews, reviews the DPRD (Discharge Pending Region Approval) screen and the REIS (School Planning Interview Report).
 6. Planning Interview documents are maintained, filed and stored in the school building for 7 years.

SECTION VIII-PARENT AND COMMUNITY INVOLVEMENT

As parents and community involvement are important to the success of the school all efforts are made to include these constituencies. Parents are invited to participate in several school activities. Workshops are held to keep parents informed of updates to policies of both the school and the Chancellor. Parents are also recognized during the school year through newsletters, assemblies and certificates. Monthly school calendars are available on our website, www.GoddardHS308.org, or upon request they can be sent home. We also have them available in our main office and in the school lobby to inform parent and visitors of upcoming events and activities. Letters to parents are translated into their family's home language. Members of the Community are invited to participate in Principal for a Day activities. The Parent Coordinator holds workshops on attendance, health and community related topics. The Parent Coordinator also facilitates resources to parents in their efforts to support their children.

All attendance procedures and protocols are published on the Robert H Goddard Website.

SECTION IX- EDUCATIONAL NEGLECT/ABUSE

In order to ensure that parents comply with the NYS Compulsory Education Law, the Chancellor dictates on attendance and school attendance policy, parents are informed of their responsibility to ensure that their children attend school. The school provides support to parents to maintain and improve student attendance. If after interventions students continue to exhibit poor attendance, which result in students failing their classes, their cases are then reported to The State Central Registry for additional interventions when the parent is considered neglectful in getting their child to school. Cases of educational neglect/abuse are reported by the school Guidance Counselors, the Attendance Teacher and/or the school's administration. The Guidance Counselors follow up the report with a DOE Occurrence Report and the LDS 2221 is completed and emailed to the appropriate point people for the state and DOE. School attendance outreach continues after the reports are made.

SECTION X- ATTENDANCE PROCEDURES FOR SPECIAL EDUCATION STUDENTS

Special Education students will follow the same attendance procedures as all other students. The Special Education Guidance Counselor will meet regularly with the attendance team to address these students' attendance concerns.

SECTION XI-ENGLISH LANGUAGE ((ELL) STUDENTS

ELL students will follow the same attendance procedures as all other students. Outreach will be translated into the student's home language.

Section XII-Students in Temporary Housing. (STH Students)

All students are given the McKinney Vento Residency Questionnaire. Parent guides are also available to parents. Once students are identified, the Guidance Counselor, Parent Coordinator, attendance team and other necessary personnel works to address the unique needs of these students and their families. We also enlist the expertise of STH Content Experts.

Some **Title I funding** is used to address the unique needs of these students.

SECTION XII PROGRAMS AND INCENTIVES TO ENCOURAGE ATTENDANCE IMPROVEMENT

Individual student incentives:

- Names of students on each academy level on a bulletin board in the hallway.
- Individual time with teacher or administrator

Class Incentives:

- Weekly and monthly certificates
- Announcements of teachers and classes on P.A. system

Teacher Incentive:

- Teachers whose classes have perfect attendance will be given attendance certificates.

School Community

- Attendance Bulletin Board in Lobby

Other Incentives:

- Certificates to parents of children who maintain perfect attendance throughout the school year
- Letters to parents whose children had good attendance

Support for Teachers

Professional Development is provided for teachers. Teachers will be made aware of the Chancellor's Regulations on attendance and their responsibilities for taking accurate attendance. Teachers will also have ongoing communication with members of the school attendance office.

Section XIII

School Attendance Committee will review and improve the school's attendance program and attendance initiatives as well as review attendance strategies.

SCHOOL ATTENDANCE COMMITTEE:

PRINCIPAL
ATTENDANCE COORDINATOR

PUPIL ACCOUNTING SECRETARY
GUIDANCE COUNSELORS
ATTENDANCE TEACHER
PARENT COORDINATOR

The School Attendance Committee will meet the last Friday of each month.

SECTION XIV-SCHOOL STAFF ROLES AND RESPONSIBILITIES IN THE ATTENDANCE PROGRAM

Joseph Birgeles, Principal oversees the school's attendance program.

Claudia Chapur, Attendance Coordinator (AC), will review and monitor attendance reports. **The Attendance Coordinator** will also review and sign off on 407s.

Joseph Kreiselman, Attendance Teacher (AT), will follow up on 407s in conjunction with the attendance coordinator. **The Attendance Teacher** will also conduct outreach with families and/or agencies concerning students' absences.

Jaymie Rodgers, Pupil Accounting Secretary, processes student admissions, and discharges. The P.A.S (in conjunction with the Principal, Attendance Teacher and Amanda Castillo, Guidance Counselor) will ensure that the Clearance of Register Information is accurate and completed by October 31 of each school year. The P.A.S. will also ensure that all updated biographical information is put into the ATS system. The P.A.S. will print and give out all necessary attendance reports. The P.A.S. will also enter in attendance codes. The P.A.S. will scan period 2 daily attendance sheets and weekly period to period attendance sheets.

Claudia Chapur, Guidance Counselor, and Jaymie Rodgers, P.A.S will perform initial outreach (telephone, calls, letters and home visits) on students who have attendance concerns. The G.C. will work closely with the pupil accounting secretary, guidance counselors and attendance teacher to support the school's attendance program.

Amanda Castillo, Michelle Delillo, and Claudia Chapur, Guidance Counselors (GC), will counsel students who have poor attendance. Follow up on cases reported for Educational Neglect. Conduct outreach with teachers, attendance and school staff concerning students' attendance.

PRINCIPAL

Supervises and monitors the overall attendance program.

ATTENDANCE COORDINATOR

As the Principal's designee the Attendance Coordinator will coordinate the school's attendance program. The attendance coordinator will review and monitor attendance reports. The Attendance Coordinator will review and sign off on 407s. As the Principal designee, the Attendance Coordinator will meet regularly with the Attendance Teacher, attendance committee and school attendance team. All outreach will be logged

GUIDANCE COUNSELORS

The Guidance Counselors will perform initial outreach (telephone, calls, and letters) on students who have attendance concerns. The Guidance Counselors will keep on file all notes concerning student's absences. The Guidance Counselors will identify all students that have perfect attendance and or improved attendance. The G.C. will give the Attendance Teacher an update on their outreach as well as any open 407s for follow up. Attendance concerns will be given to Guidance Counselors. The names of the students should be addressed at the Pupil Personnel Committee meetings. Guidance Counselors will perform outreach to these students' families. Guidance Counselors will help to create intervention plans for improving attendance. Guidance Counselors will work closely with classroom teachers. Guidance Counselors may also report Educational Neglect to the State Central Registry. All outreach will be llogged.

PUPIL ACCOUNTING SECRETARY (P.A.S)

The pupil Accounting Secretary (P.A.S) will ensure that all biographical and attendance information is accurate. The P.A.S will ensure that all updated biographical information is input into the ATS system. The P.A.S (in conjunction with the Principal and Attendance Teacher) will ensure that the Clearance of Register Information is accurate and completed by October 31 of each school year. The P.A.S will print and give out all necessary attendance reports (rcal, rwcl, rcs1, rdal, etc). The P.A.S. will enter in attendance codes. The P.A.S will also do any necessary updates to attendance. All outreach will be llogged

ATTENDANCE TEACHER (A.T.)

The Attendance Teacher will work in conjunction with the school's attendance committee to support and improve the school's attendance program. The Attendance Teacher will review and follow up on 407s. The Attendance Teacher will perform outreach with families and agencies (when necessary) concerning students' absences. The Attendance Teacher will run and review attendance reports on a weekly basis and meet with the Attendance Coordinator, school attendance team and/or the Principal to discuss the status of attendance. The Attendance Teacher will provide professional development for teachers on accurate attendance taking procedures. The Attendance Teacher will meet with parents and students concerning student attendance. All outreach will be llogged.

SECTION XV-CLEARANCE OF REGISTER

In order to ensure that the clearance of register process is done accurately No-Show lists are run weekly and outreach is performed on all students who have not returned or never attended the school. Cumulative records and old blue cards are reviewed for additional information. The RCR1 report is also run. Postal Clearance letters are sent to the homes of students that have moved with no forwarding addresses. Students who have gone to other schools are immediately discharged (with verification).

SECTION XVI-EVALUATION AND REVIEW

Throughout the 2015-2016 school year there will be on-going monitoring of the attendance program. Attendance reports will be run regularly. The RCUA will be run weekly to monitor 407 status. The

RCUA will be run weekly to monitor students' attendance. Email's will be sent to teachers on a monthly basis so that teachers as well as the attendance office will be aware of students absences. Parents will receive letters advising them of the students' absences and latenesses throughout the school year. The Attendance Team and Attendance Committee will meet to monitor and develop attendance strategies.

The Attendance Coordinator will monitor the outreach and, when necessary, make changes to improve outreach. The attendance percentages will be used to determine whether the attendance program is working. Drops in the attendance percentages will be addressed immediately and strategies will be implemented to improve the percentages.

A teacher affects eternity; he can never tell where his influence stops. - Henry Adams