



# **Rio Plaza Elementary School Attendance Plan**

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**2015-2016**

## SMART GOAL EVALUATION

Rio Plaza School's SMART Goal is to increase the average annual attendance percentage by .25% from the 2013-2014 school year as indicated by our monthly attendance reports.

Monthly and Annual Attendance Percentage for the Most Recent 3-Year Period

Month	2012-2013	2013-2014	2014-2015	*Gain/(Loss)
1 September	97.84	97.68	97.73	0.05
2 October	97.38	97.77	97.74	(0.03)
3 November	97.11	97.47	97.62	0.15
4 December	95.35	97.08	95.98	(1.10)
5 January	94.84	96.91	95.18	(1.73)
6 February	96.31	97.19	96.52	(0.67)
7 March	95.80	97.49	96.88	(0.61)
8 April	97.21	97.83	97.11	(0.72)
9 May	96.78	97.75	96.80	(0.95)
10 June	96.91	97.20	96.43	(0.77)
Annual Average	96.55	97.47	96.80	(0.67)

We stayed the course this year since we saw such great success last year. My goal was to continue to make families and students feel welcome and safe in order to increase attendance and overcome the drop during the month of December and January. Last year, we accomplished this through significant changes in the parking lot drop off and pick up routines, establishing visibility to parents and actively greeting them on a daily basis, and establishing a routine of parent meetings with interpreters.

This year however was very different than last year in regards to three factors, office staff, expansion of Kindergarten, and illness district wide. Consistency in the office staff was a negative factor in attendance accountability this year due to a promotion of our Office Manager and a resignation of our Support Specialist. Because of this we were not able to generate reports and submit any students for SARB or hold any SART meetings. This has since been remedied however, with the hiring and training for both office positions. Illness was another factor this year district wide. Despite the significant drops in attendance however, we never ranked less than 3<sup>rd</sup> in attendance percentage district wide. Lastly, the expansion of Kindergarten negatively impacted the attendance numbers as Kindergarten attendance is historically low due to parent perception of illness in the school environment.

Rio Plaza has a monthly Principal's Recess for all grades, TK – 5, where students receive an additional 15 minutes per month of recess where I play games with the students which include football, jump rope, handball, and various other activities. I attribute this activity as a significant factor in maintaining our high attendance rates.

Our goal for next year will remain at 0.25% over the 2013-2014 average annual attendance figures. To accomplish this, our administrative staff will actively notify parents of attendance issues and schedule meetings with them to address attendance concerns.

We will be adding grade level attendance flags for the classroom in each grade level who achieves the highest attendance. These flags will be hung on the outside of the rooms (similar to how an American Flag is displayed in the classroom) so that one flag will be visible on each wing and clearly display who has the best attendance for each period. This will also be accompanied by other flags for Accelerated Reader and eventually Accelerated Math. Further, we will conduct a monthly passing of the flag to promote high attendance and celebrate our achievement.

Our ultimate goal at Rio Plaza is to consistently exceed 98% attendance.

## **INTRODUCTION**

### **Student Attendance Campaign**

Rio Plaza School will promote positive school attendance through Safe Schools and Positive Climate, Rewards Incentives and Recognition and Extended Learning Opportunities. Our slogan is, "The Charger Way, in class, on time, every day." We will use our slogan in our monthly newsletters, on our marquee and on other media as appropriate.

### **Attendance Plan**

Rio Plaza attendance plan will be used to help communicate our school's student attendance goals and to meet the District mandates. This program will not only benefit students academically, but will also provide additional funds to our school

Rio Plaza School's SMART Goal is to increase monthly attendance 0.25% from the previous school year as indicated by our monthly attendance reports. By June of the school year we will increase annual attendance by 0.25% from the previous school year as indicated by our end of year attendance report.

## **SCHOOL-SITE ATTENDANCE STRATEGIES**

### **Safe Schools and Positive School Climate**

Rio Plaza School is committed to implementing our RSD goal #1: All employees will take personal responsibility to see that every student feels valued and valuable, safe and respected, and socially and emotionally happy and healthy. Faculty, Staff, PTA and

SSC have discussed and approved the 4 strategies developed to enhance relationships between students and adults. Each grade level will also discuss, develop and implement a plan to enhance their connection and relationship with students in RSD. Because a positive school social climate promotes in students the desire to both want to attend school on a regular basis and achieve their academic potential, its importance cannot be taken lightly. Below are the 4 strategies that will be developed and implemented at Rio Plaza School:

1. Implementation of **PeaceBuilder's Program**. Components used regularly will be: PB pledge, praise notes, praise wall, and PB of the month recognition.

DEVELOPMENTAL ASSET FOCUS: POSITIVE VALUES and SOCIAL COMPETENCIES

We will:

- Remind one another that mistakes are part of living and growing
- Be responsible for our thoughts, words and actions
- Smile and say hello to at least one new person each day
- Learn and model peaceful ways to resolve disagreement

2. We will build **Positive School Climate** through a character education assembly. We will host one of the following during the school year: math, reading or game night. All staff and students will participate in Community Service Projects, and the PTA will host a movie night in the fall, and a community festival in June.

DEVELOPMENTAL ASSET FOCUS: SUPPORT, EMPOWERMENT and CONSTRUCTIVE USE OF TIME

We will:

- Vow to say one encouraging thing to someone each day
- Do simple acts of community service together
- Volunteer in programs and activities for young children

3. We will strengthen our **parent connection** through ongoing communication using school newsletters, as well as phone calls, e-mail and parent conferences to keep parents informed of academic goals, behavioral expectations and progress in both.

DEVELOPMENTAL ASSET FOCUS: COMMITMENT TO LEARNING and POSITIVE IDENTITY

We will:

- Set daily homework goals
- Believe that ALL young people can learn
- Dwell on what children do right instead of what they do wrong
- Avoid comparing young people with each other
- Let youth know we are proud of their talents, capabilities, and discoveries

4. Principal will strengthen the **parent connection** through regular meetings with the principal.

DEVELOPMENTAL ASSET FOCUS: SUPPORT

I will:

- Invite caring, responsible adults to be part of their children's lives

- Encourage passion and interests in others

## **Rewards/Incentives and Recognition**

Schools should analyze practices that contribute to the increase or decrease in attendance and develop policies and strategies to assist schools in the implementation of programs that enhance attendance. Examples of attendance incentives and motivational programs include, but are not limited to, the following:

- Recognize students monthly for Perfect/Outstanding attendance
  - Principal's recess for all students with perfect/outstanding attendance
  - Class with highest attendance will display our attendance spirit flag for the month
  - Bag of cookies for the classroom with the highest attendance at grade level
  - Ice cream treat for the classroom with the highest attendance school wide and the winning class gets to proudly display the A+ Attendance flag
- End of year recognition for all students with perfect attendance for the year
- Recognize outstanding attendance of grade level and/or classroom in monthly newsletter
- End of the year raffle. Every student with PERFECT ATTENDANCE the entire year: NO TARDIES, NO ABSENCES, NO LEAVING EARLY. Students will be entered into a raffle for a chance to win a bicycle.

## **Extended Learning Opportunities**

We will:

- Promote Rio After School Program/Boys and Girls Club and after school sports programs
- Support student learning through before and after-school tutoring

## **Emergency Cards Data Input**

For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, the district in accordance with EC 49408, requires the parent/legal guardian to provide current emergency information on an official Emergency Card (Form 34-EH-12) at the school site. Schools should use the following guidelines for collecting and maintaining emergency information.

- The school must provide the emergency card for parent/guardian or Caregiver for completion.
- Every parent/ legal guardian or caregiver must complete an Emergency Card for each student at the time of enrollment.
  - Emergency information should include, but is not limited to the following:
    - Home address and current telephone, including cell phone
    - Employment/business addresses and phone numbers

- Relative/friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached. Students will not be released to anyone not listed on the emergency card unless the parent/legal guardian has provided written authorization on a case-by-case basis.
- Reminders to parent/legal guardians of their responsibility to provide updated emergency information should be incorporated in school newsletters, monthly bulletins, etc.
- A list of students for whom there are no completed emergency cards on file shall be established. An intensive effort shall be made to secure completed cards for all students. This effort shall include, but is not limited to:
  - Calling the home
  - Sending another emergency card home with the student
  - Mailing a card home with "Do Not Forward" instructions
  - Referral to the Counselor, or other principal's designee for follow up
- All emergency information shall be entered immediately into the appropriate student information system within five school days from collection.

### **Alternatives to Suspensions**

The following measures may be utilized as alternatives to suspensions.

- Confer with teacher, parent, and administrator immediately after incident.
- Utilize contracts or agreements with students.
- Observe student in class and confer with student privately.
- Make appropriate adjustments in student's program.
- Refer students to appropriate school or district resource personnel.
- Refer parents to appropriate community agencies.
- Refer parents to parenting classes.
- Suggest educational options to student and parent.
- Establish and utilize an Intervention Progress Team at school site.
- Suspend student from class only, rather than school.
- Have student spend time in a referral room (restricted setting).
- Arrange for parent to spend entire day in school with child.
- Establish consequences for students at home with parent (e.g., no phone, television, etc.)
- Have students participate in resolution of problem (e.g., student writes a contract, suggest alternatives or solutions).

### **Tardy Policy and Procedures**

Regular and punctual attendance is expected of all students at Rio Plaza Elementary School. A student is considered tardy upon arrival to class after the bell. If a student should arrive late to school, they will be given a detention warning. If, within the same week, they arrive late for the second time, they will receive a 30-minute detention, which

they must serve during recess or after school. Reminders of our tardy policy will go out in our monthly newsletter.

## **Definition of Tardy**

Students are to be marked tardy when they are not in their class when the bell rings. Five tardies equals one absence in terms of privileges lost or gained. Three unexcused tardies equals 1 unexcused absence. After 3 unexcused absences students are to receive SART letter 1.

## **Bell System**

Rio Plaza operates in a block schedule system. The bells ring as follows:

- 2-minute warning school wide bell sounds before start bell at the beginning of the day.

## **Student Expectations**

Students that are tardy miss valuable teaching time, disrupt classroom procedures, and distract other students from their learning. In order to eliminate, or at least minimize, these unproductive situations, there is a need for teacher, staff and parent support.

## **Staff Expectations**

All staff members shall encourage students to get to class on time. Teachers are expected to meet students at their lines at the second bell and immediately lead them to class. Rio Plaza Staff will educate parents on the importance of school attendance at back to school night, principal coffee, parent conferences, parent nights, etc.

## **In-School Absences**

Teachers are to be notified in advance of absence due to any student's participation in any school activity or field trip. This notification is to be given by the sponsor of the activity.

## **Compulsory Education**

"Each person between the ages of 6 and 18 years not exempted under provision of this chapter is subject to compulsory full-time education. Each person subject to compulsory continuation education not exempted shall attend public full-time day school or continuation school or classes for full-time designated as the length of the school day by the governing board of the school district in which residence of either parent or legal guardian is located. Each parent, guardian, or other person having control or charge of such pupil shall send the pupil to the public full-time day school or continuation school or classes for the full-time designated as the length of the school day."

"Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law." Education Code 48260.

## **Truancy**

"Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the superintendent of the school district." Education Code 48260

"Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261." Education Code 48262

Once a student is labeled as "truant" they must go through a SARB process. The following process is followed:

- IPT at the school site.
- SART at the site level with, parents, principal, and counselor.
- SARB at the district level with all of the above plus CALWORKS representative, sheriff deputy and a representative from the District Attorney's office.
- If truancy still continues then the SARB board will refer to the District Attorney's office to take action.

## **Parent Involvement/Notifying Parents**

Each school should encourage parent involvement. Particular attention shall be paid to communicating and interfacing with the parents of at-risk students who, historically, remain uninvolved in school activities. Parents and guardians have the right to be notified in their own language of the following:

- Requirements of the California Compulsory Education Laws (E. C. 48260.5).
- When students are absent from school without a valid excuse (E. C. 48260.5).
- Resources available to assist them in addressing problems that serve as barriers to regular school attendance.
- Opportunities to access area resources, such as alternative educational programs.



Education Code 48260.5 - "Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

- a) That the pupil is truant.
- b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- c) That the parents or guardians who fail to meet obligation may be guilty of an infraction and subject to prosecution.
- d) That alternative educational programs are available in the district.
- e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f) That the pupil may be subject to prosecution under Section 48264.
- g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
- h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Parents are notified through the use of the tardy/attendance contracts. Teachers are the primary source of communication. If the problem persists it is turned over to the attendance office and then the administration. If no solution can be reached then the district will intervene to work with the parents and school.

Research indicates that student attendance significantly increases when school districts form strong partnerships.

- Individual and Group/Family counseling, Department and Child and Family Services, and Office of Student Family Services are possible resources.

### **Mandatory Training**

Appropriate training for administrators, teachers, support personnel, and classified staff is important so that all staff have a clear understanding of their roles, and responsibilities in the areas of attendance improvement, attendance accounting, and attendance monitoring.

- Make all stakeholders aware of the loss of Average Daily Attendance (ADA) funds due to absences during our "Back to School Night". Make them aware of the monetary benefits that will come to the schools as attendance increase.

### **Roles and Duties of School Staff**

Schools should review the roles and specific duties of all school staff as they relate to improving student attendance.

Persons that should be included may include, but not limited to, the following:

- a) Principal
- b) Counselor
- c) Nurse
- d) Campus supervisors
- e) Teachers
- f) Attendance office clerks
- g) Custodians
- h) Food Service workers
- i) Parents/Guardians
- j) Students