



# National City Middle School

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## Site Attendance Plan 2014-2015 National City Middle School

The following practices will be implemented to improve and maintain student attendance at National City Middle School at or above 99% and recover lost ADA from student absenteeism.

### Maintain/Improve Student Attendance:

#### A. Student/Parent Orientation

- At the beginning of the school year all students and parents will be provided with the attendance policy. It is also available for students and parents to review in the school assigned iPad in the school application "School Connect, Handbook"
- Students will review the attendance policy in class with their teachers.
- Any student enrolling after the first day of school will review the attendance policy at their initial meeting with the Assistant Principal.
- Student and parent will sign attendance agreement.

#### B. Attendance Intervention Plan

- Students with habitual attendance and or tardy problems are referred to various resources to help them improve their attendance.
- NCMS will continue to follow district and state policies when dealing with truant students.

#### C. Attendance Monitoring

- Attendance Coordinator, attendance clerk, counselors and teachers identify students with chronic attendance problems and hold parent conferences and/or home visits. Such activity is recorded in Powerschool under comments and a copy of home school document filed in CUM.
- Attendance reports will be generated regularly for verified truancies, excused absences, tardies, etc.
- Every other Thursday students who have Saturday School will be reminded that they need to attend Saturday School.
- Every Thursday and Friday evening and Saturday morning students who have a Saturday School will be reminded through school messenger.
- Parents will be encouraged to send their students to Saturday School every time they are absent from school.
- Parent and students will be encouraged to speak with Attendance Coordinator if they are unable to attend Saturday School.

- Students who continued to have attendance issues will be assigned to Saturday School and/or referred to the SST process.
- Students with 3 or more un-excused absences or 5 tardies will have to sign a pre-SARB contract.
- Students with excessive truancies will be sent through the SARB process.

#### **D. Teacher Participation**

- Teachers are recommended to send students to Attendance Coordinator after the third tardy.
- Once a student is part of the SARB process, teachers are encouraged to notify intervention specialist every time student is absent.

#### **E. Student Rewards**

- After every progress report and at semester there will be perfect attendance assemblies and recognitions.
- We have created two levels for perfect attendance. Gold Members: 100 % perfect attendance from the very first day of school. (i.e. no tardies, no absences.) Silver Members: 100 % perfect attendance for students that have recovered it via Saturday School.
- Students that fall in these two categories will be recognized at the end of the year with a medal or certificate.
- Quarterly non-uniform bracelets will be awarded to all students who have perfect attendance and also any student who has recovered their attendance via Saturday School.
- Each semester students who have cleared out excessive absences and tardiness will have an additional incentive.
- If attendance remains at 99 % every quarter students will be rewarded.

#### **I. ADA Recovery**

- Students with excessive truancies will be assigned Saturday School.
- Students with excused absences will be encouraged to attend Saturday School.
- Independent Study contracts will be reviewed every week to ensure they are within state guidelines to ensure ADA recovery.