

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Director de Instruccion

EFRAIN TOLEDANO
Principal
Director

09.04.18

Dear Tobin Community,

The SY'2018-2019 Attendance Goal is to increase the Average Daily Attendance, ADA from 93.1% to 95%. In addition, we will sustain strategic planning including a PLC planning group to increase attendance for students with a chronic absence history. The Tobin K-8 Attendance Policy is outlined below for SY'2018-2019. School policy is responsive to and aligned with the following BPS Superintendent Circulars posted on the Tobin Handbook | Attendance TAB:

- *SUPT Circular ACA-18: Attendance Punctuality Policies, (ACA-18)*
- *SUPT Circular 18A: Attendance and Punctuality Procedures, (18A)*
- *SUPT Circular 18B: Procedures for Referral to Supervisors, (18B)*
- *BPS SUPT Circular: HRS-PP05 Attendance Monitoring System*

ASPEN Start of School Attendance Taking Process:

A student is considered enrolled on the first day he/she is present in a given school. Students who appear after the first day of school should be entered on the date of first appearance.

- **Day 1:** All students will be set as **ABSENT** by default and educators will record the students that arrive on the first day as **P (present)** or **T (tardy)**. This process will start student enrollment at the Tobin school.
- **Day 2-7:** Students who were started previously will start each day as present. Students who have not reported to school will start each day as ABSENT until an educator records a student as present or tardy by 10:30am, thus enrolling in the Tobin K-8 School.
- **Day 8:** Students with 8 days of absences will be DNRd and discharged automatically on ASPEN.

Tobin K-8 Tardy Policy:

In an effort to streamline processes here at the Tobin we have made some updates for how to support students who are tardy. Please read below and see me with any questions.

1. Tardy students will complete a tardy slip at the front desk with name, date, time and bus (yes/no).
2. Ms. Kinney will record names of tardy students for processing in the Tardy log book and process in ASPEN SIS. One exception, effective September 4, 2018, designated Middle School staff will update attendance for Middle School students enrolled in HR203, 204, 205, 206 and 207 if/when students arrive tardy.
3. If/when a student arrives to class with a tardy slip Tobin educators will send student back to front lobby desk for a tardy slip. Ms. Kinney (or designee) will update tardy log and attendance accordingly.
4. Prior to posting attendance Ms. Gomez (or designee) will receive the tardy list from Ms. Kinney and update all students to T.

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Attendance Monitoring and Service Strategy:

1. HR Educators K-8 take daily attendance marking a student present or tardy by 10:30am.

Note, City-Year staff are available M-Th to account for students who arrive tardy if/when a middle school educator is not available or absent. City-Year staff include: Olivia Miller M-W and Matt Jarrell, on Thursday. Grade 6-8 Homeroom teachers must account for students arriving tardy on Friday given that CY staff is not present.

Middle School educators will continue to account for students on the Tardy log. Olivia Miller will sustain the practice of emailing a list of tardy students to HR educators.

Olivia Miller will be signed into ASPEN SIS if/as needed by either Ms. Kinney or Mr. Holly to account for tardy students if/when a Middle School educator is not available or absent.

2. Educators Monitor Student Attendance with phone calls on first and subsequent absences
3. Educators complete Attendance Letter 1, Letter 2, and/or Letter 3 posted in Handbook | Attendance TAB
 - Attendance Letter 1: Instructional Time (after 2 unexcused absences)
http://www.tobink8.org/handbook/Attendance_Instructional_Time_LetterforFamilies.pdf
 - Attendance Letter 2: Chronic Absenteeism (after 3 unexcused absences)
http://www.tobink8.org/handbook/Attendance_LetterforFamilies_Chronic.pdf
 - Attendance Letter 3: Next Steps (after 4 unexcused absences)
http://www.tobink8.org/handbook/Attendance_LetterforFamilies_Nextsteps.pdf
5. Tier 2 Attendance Coaching services with CY Corps:
 - a. Attendance Tracking by the AmeriCorps Member
 - AmeriCorps Members track student attendance - including the number of minutes tardy when possible (this allows us to calculate "lost learning time")
 - b. Phone calls home when not in school
 - Each day a student on an Attendance Focus List is not present in Homeroom - the AmeriCorps Member is expected to call home and attempt to make contact with the family to understand the reason for their absence
 - c. Weekly SMART Goal Setting (Check-In/Check-Out aka CICO)
 - AmeriCorps Members take time to meet 1:1 or in a small group with students on an Attendance Focus List

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- Check-In includes setting a SMART Goal related directly to Attendance or to the factors that impact Attendance (ex. bedtime, transportation, waking up on time)
- Check-Out includes reflection on the SMART Goal - assessing progress toward meeting the goal, and then choosing to continue that goal for another week, or change the goal

6. Educators complete an SST Referral after 3-4 unexcused absences using the Tobin SST Referral forms posted on the Tobin online handbook | SST Tab.

7. Attendance Intervention Plans, (AIPs) created automatically on ASPEN for any student who receives a 4th unexcused daily absence (in a single grade term/semester) following the 2nd marking term (grades 6-8) or Fall Semester (Grades K-5). Educators will receive email notification when an AIP has posted for a student. **The objective** of the Attendance Intervention is to provide communications and information to the student and family to **avoid the student reaching 8 unexcused absences** within a grade term.

8. School leadership creates periodic Attendance Reports illustrating YTD absences, YTD unexcused, YTD Attendance % for each student. Report is sorted by homeroom and color coded (purple, green, yellow, pink and red) to highlight attendance record ordered by days present. Report also includes school level trends including Overall ADA/ADM K-8, by grade level, by demographic e.g. gender, ELL, FLEP etc

9. To achieve goal of 95% ADA/ADM, educators and staff will input/document and communicate information within 3 tabs of the BPS Attendance Intervention Plan through ASPEN SIS

- On the *[Interventions tab](#), schools will record the issues and the interventions tried (*[refer screenshots](#)).
- On the *[Journal tab](#), Aspen will automatically link any *attendance Journal* entries school staff, including teachers, have recorded as a Journal (*[refer screenshots/steps](#)).
- Finally, on the *[Comments & Evaluation tab](#), schools can enter comments from parents, and their own evaluations of the intervention. (*[refer screenshots/steps](#))

10. After the 8th unexcused absence within a grading term, Supervisor of Attendance (George Physis) will be assigned to the plan and will work with educators and school staff to take the case to court, if necessary. Please note that in order for a case to be taken to court, **at least one parent/guardian** for the student **MUST have a Date of Birth** entered in Aspen.

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ASPEN Attendance Protocol:

Educators will take attendance in ASPEN by 10:30am each day.

1. Go to <http://sis.mybps.org> (do not type “www” at the beginning)
2. Enter user name (Employee ID#). Enter password (same for ASPEN and BPS email)
3. Log on to the STAFF view and click ATTENDANCE tab
4. Click the DAILY side-tab. The Daily Attendance page displays the list of students for attendance
5. In the **Code** column, click the appropriate code for students who are not present: **A**=Absent, **T**=Tardy
6. If tardy is selected, a pop-up will result.
Step a: Click on magnify glass to view reasons. e.g. Bus/transportation
Step b: Select appropriate reason, click ok and then click save.
7. Click Post at bottom or top of page to submit your daily homeroom attendance.

Attendance Protocol For Substitute Educators:

1. Substitute educators will not use ASPEN to take attendance.
2. All educators will place a HOMEROOM ATTENDANCE ROSTER in the substitute folder by **Friday, September 14, 2018**. The roster will be labeled “HOMEROOM ATTENDANCE ROSTER”
3. Directions for SUB in subfolder: “TAKE ATTENDANCE at 10:10am on the HR ATTENDANCE ROSTER and submit to main office by 10:15am for processing by the 10:30am deadline.

Boston Public Schools Excused Absence Policy:

In accordance with SUPT Attendance Memoranda, homeroom educators are expected to call parents and families on the first and subsequent absences. **Parents are reminded to bring notes explaining the absence for educators to consider as an excused absence.**

Educators are encouraged to send home School Level Attendance Letters that reference BPS Attendance policy, Tobin Attendance expectations, and impact on student learning. The Tobin Attendance Letters are posted on the Tobin K-8 Handbook | Attendance Tab. <http://tobink8.org/handbook.html>

Excused/Unexcused Absences¹: Students must bring in a note after each day they are absent.

- a. The note must include the date absent, the reason for the absence, a phone number where a parent or guardian can be reached, and the parent or guardian’s signature
- b. The note must be received within seven school days after the absence.
- c. **Excused absences may include:**

¹ Superintendent’s Circular, ACA-18 Attendance and Punctuality Policies

(Source: https://docs.google.com/document/d/1rEldqW3ZqDyxEQ_knv2fJgMI-p94c6ITuYYZmg_RlWo/edit)

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- i. An illness or injury that prevents the student from attending school. If the illness or hospitalization results in absence of five or more consecutive days, a note from a health care provider documenting the health problem or hospitalization should be attached to the parents' note. Parents are not expected to have a note from a health care provider for an illness of fewer than five days.
- ii. A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin) or other significant personal or family crisis
- iii. Suspension from school is not an absence and should be coded as a "Z" on the automated attendance reporting system. In cases of suspension, the school will provide an opportunity for the student to maintain academic standing in school by being provided a list of assignments and such other services which might enable the student to use the time out of school constructively.
- iv. Students assigned to Succeed Boston shall be assigned work by the school of assignment and shall be marked "constructively present."
- v. Court appearances: Students should present evidence of the requirement of the court appearance.
- vi. Medical or psychological tests during the school day: The parent must show evidence (such as a note from the health center) that the tests could not be scheduled after school.
- vii. Religious holy days: In order to accommodate the religious beliefs of students, such absences will be marked "constructively present" upon submitting a valid note signed by a parent or guardian. Please see Superintendent's Circular LGL-6 for more guidance or contact the Office of Equity (617) 635-9650 or your designated Supervisor of Attendance.
- viii. Visits to special education schools in some cases for students with disabilities.
- ix. Other situations: From time to time, situations over which the school, parent, and student have little or no control may cause absences (for example, transportation that does not operate during inclement weather). These absences are excusable. The principal/headmaster may determine that the students so impacted shall be marked "constructively present."
- x. Other extraordinary situations approved by the School Site Council.

Educators and School leadership may refer families to p.11 of 17 of the BPS Superintendent's Circular ACA-18A Attendance Procedures to review a template for a Parent's Note for Excused Absence.

https://docs.google.com/document/d/1D04bCrBc_Hj18QYJp13bI7OCOJKO8VL3NRQ8hLN3HLC/edit

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d. **Unexcused absences may include:**

- i. Family vacations: School vacations and holiday periods allow ample time for family vacations. Each day of absence for this reason is unexcused. School-based rules will regulate make-up work.
- ii. Babysitting
- iii. Cutting class
- iv. Other situations: From time to time, situations such as “illness of members of an extended family,” or “conflicts with parents’ work schedule” may develop. These should be viewed as unacceptable excuses for absences.
- v. Other extraordinary situations approved by the School Site Council.

Thank you,

John Holly, Director of Instruction
Cc: Efrain Toledano, Principal