

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

09.05.17

Dear Tobin Community,

### **The SY'2017-2018 Attendance Goal is to increase the Average Daily Attendance, ADA from 90% to 95%.**

The Tobin K-8 Attendance Policy is outlined below for SY'2017-2018. 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, thus enrolling in the Tobin K-8 School.
- **Day 8:** Students who have 8 days of absences will be DNRd (did not report) and discharged automatically from school.

### **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 7, 2017, Ms. Lioz and Mr. Zimmermann will update attendance for Middle School students enrolled in HR203, 204, 205 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.

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

### Attendance Monitoring and Service Strategy:

1. HR Educators take daily attendance by 10:30am.
2. Ms. Kinney, HR educators or designated MS staff update student tardy status on ASPEN.
3. Educators Monitor Student Attendance with phone calls on first and subsequent absences
4. 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](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](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](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
    - 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.

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

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 2<sup>nd</sup> 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:**

**ATTENDANCE INTERVENTION PLAN INSTRUCTIONS**

Schools are responsible for the 'Interventions' and 'Journal' tabs, and will use the 'Comments & Evaluation' tab to record how their efforts to resolve a student's attendance problems are going, as well as communications with the Supervisor of Attendance who is assigned to the plan once the student exceeds 8 unexcused absences.

[Click here for a Google document to get you started quickly](#)

- 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. George Physis phone number is 857-869-3478. 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.

### Attendance Intervention Plan Q&A:

Tobin K-8 educators and staff may view step-by-step instructions for updating BPS Attendance Intervention Plans on the Tobin Handbook | Attendance Tab.

Q: What is an Attendance Intervention Plan?

40 SMITH STREET, ROXBURY, MASSACHUSETTS 02120 \* 635-8393, AREA 617 \* FAX 635-7900

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion


EFRAIN TOLEDANO  
Principal  
Director

- A tool to help parents and students value attendance
- A replacement for the old Attendance Card
- A working document, shared between school staff and your attendance officer

Q: Why are we changing from the old Attendance Card?

- Attendance Cards were an entirely manual process, required a lot of duplicate data entry, and only dealt with attendance problems needing to go to court. The new attendance intervention plans are:
- Automated, including email alerts!
- Restorative in their intent and intervention focused (to return students to class for learning)
- Educational in their approach (regarding the student's attendance situation, and how to avoid a crisis in learning)

Q: How will I know that a student has a new plan?

- Homeroom educators, as well as Tobin Staff designated as "Attendance Contacts" will receive email notifications from the BPS. In addition, HR educators will see an alert icon in ASPEN SIS on the student's record . Also, under the "Attendance" sub-tab of the Student Details screen a record is displayed indicating the effective date of the AIP, the term and # of unexcused absences.

Q: When will I start seeing the Attendance Intervention Plans?

- The very first Attendance Intervention Plans will be created for any student with 4 unexcused absences following the 2<sup>nd</sup> marking term (grades 6-8) or Fall Semester (Grades K-5).
- For schools on a four marking term grading system, the first plans will begin to post on ASPEN the week of November 13, 2017.
- For schools on a trimester grading system, the first plans will begin to show up week of December 4, 2017.

### **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.

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

7. Click Post at bottom or top of page to submit your daily homeroom attendance. The system will ask you to confirm. Click YES. The system sends the records you enter to the office. The date and time you posted appear at the bottom of the page.

### 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 8, 2017**. 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 Absences<sup>1</sup>:** 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:**
  - 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.

---

<sup>1</sup> Superintendent’s Circular, ACA-18 Attendance and Punctuality Policies

(Source: [https://docs.google.com/document/d/1rEIdqW3ZqDyxEQ\\_knv2fJgMI-p94c6ITuYYZmg\\_RIW0/edit](https://docs.google.com/document/d/1rEIdqW3ZqDyxEQ_knv2fJgMI-p94c6ITuYYZmg_RIW0/edit))

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

- 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\\_Hjl8QYJpI3bI7OCOJKO8VL3NRQ8hLN3HLc/edit](https://docs.google.com/document/d/1D04bCrBc_Hjl8QYJpI3bI7OCOJKO8VL3NRQ8hLN3HLc/edit)

### **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,

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Director de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

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