

Every Student, Every Day Attendance Policy and Plan

John Dewey High School (2021-22)

Welcome to the 2021-2022 School Year!

We are excited to share our school's Every Student, Every Day Attendance Policy and Plan. This policy and plan will hopefully provide you with the information and guidance you need to help you *help your child* attend and stay in school.

John Dewey High School's Attendance Goal:

Our school's collective goal for attendance remains the same. We expect every child to attend school every day or at least 95% of the school year.

Attendance matters! Missing a day of school means missing hours of instructional time. Research shows that students who attend school regularly achieve greater success in school and in life.

ATTENDANCE TAKING

Our school takes official attendance during third period - **everyday**.

Period attendance is taken every period, everyday.

DEFINITIONS OF IN-PERSON (and REMOTE LEARNING currently N/A)

Modality	In-person	Remote
Present	A student that is physically present in the classroom/school learning environment for instruction during the scheduled school day.	A student that is virtually present for synchronous ¹ or asynchronous ² instruction. While all efforts should be made to deliver synchronous instruction to students, there may be cases where this is not possible.

Absent	A student that is not physically present in the classroom school learning environment for instruction during the scheduled school day. The student is in the school building but not attending any classes or not meeting with a guidance counselor or other licensed pedagogue.	Not virtually present for synchronous or asynchronous instruction.
<p>¹ Synchronous instruction is defined as live interaction between the teacher and student(s) each day at a scheduled time, communicated in advance to parents and students. For more information, please contact the school.</p> <p>² Asynchronous learning refers to instruction and learning opportunities that do not feature students and teachers interacting at the same time. For more information, please contact the school.</p>		

COMMUNICATION WITH FAMILIES

Our school uses the following methods to communicate with families about attendance:

- Attendance Outreach Program on Tuesday & Thursday evenings
- Parent letters, robocalls, Pupil Path and text via Skedula (coming soon)

It is very important for the school to have families up-to-date contact information. To make sure we can reach you, please alert us of any changes to your address or phone number by calling the school at 718-373-6400 ext. 1678. Please request a new blue card as well to update your information.

ABSENCES

If you know your child is going to miss school on a certain day or will be missing school for an extended period of time, please notify the school in advance by calling the school at 718-373-6400 ext. 1678 to report your child's absence. Please be sure to send an absence note or doctor's note to school with your child upon return. Your child should bring the note to room 167.

While every single absence leads to missed instructional time, we nonetheless mark absences as excused or unexcused. Please provide us with information on the reason for your child's absence.

Excused Absence:

An absence may be excused for reasons including illness, injury, problems accessing technology or getting online, family emergency, religious observance, pre-arranged appointments.

Unexcused Absence:

An unexcused absence is when too little or no information is provided when a student is marked absent for the day.

LATENESS

When students are late to school, they are still marked as present. If you know your child is going to be late on a certain day, please call 718-373-6400 ext. 1678.

Excused Lateness:

Lateness may be considered excused for: illness/injury, problems with accessing technology or getting online, religious observance, family emergency, pre-arranged appointments, or school or bus delays or documented MTA delays, etc.

Unexcused Lateness:

Unexcused lateness is when students are not in their first period classes on time and have not provided reasons for lateness. Unexcused lateness is also when students are in school, and do not arrive at every class period on time throughout the day.

LEAVING EARLY

If your child is going to leave early on a certain day, please notify the school by calling 718-373-6400 ext. 1678.

Leaving school early must be arranged in advance by calling 718-373-6400 ext. 1678. A student can be dismissed from school early to the family or a person who has been identified on the Blue Card. Any person picking up a student must provide a photo ID.

ATTENDANCE AND MAKE-UP WORK

If a child is absent or late, grades, classwork, or exams could be affected.

Lateness to class may result in a lower class average due to the loss of instructional time in activities such as classroom participation, examinations (quizzes/full periods

exams), dialogs, speeches, group work, lab work, etc. Students are not required to make up the exact hours of missed instructional time.

Every Student, Every Day Practices

COMMUNICATION

Every day a student is absent we will send an automated call to inform you that your child is not in school. During parent-teacher conferences, we will share information regarding your child's attendance and discuss how we as a school community can be most helpful in creating the conditions for your child to attend regularly and thrive in school.

Every Tuesday and Thursday night our attendance outreach team reaches out to parents/guardians to discuss absences and cuts.

Please contact your child's guidance counselor utilizing the QR code that was sent to every parent/guardian if you have questions or concerns. You may also send a message via Pupil Path.

Parent/Guardian Communication is logged on ATS and/or documented on Pupil Path.

PERSONALIZED SUPPORTS

Students who have poor attendance will be connected to a Success Mentor. A Success Mentor is a caring adult who serves as a mentor and as an advocate for their mentees. Students may also be linked to enrichment clubs and academic support if needed!

CELEBRATIONS

We are dedicated to making sure every child has the positive support they need not only to *attend* school every day, but to *succeed*. We recognize and celebrate students' attendance improvement, no matter how small.

SCHOOL CALENDAR

<http://www.johndeweyhighschool.org>

CONTACT INFORMATION

We hope this information is helpful to you! If you have questions about our Every Student, Every Day 2021-22 Attendance Policy and Plan, please contact us at:
781-373-6400 ext. 1678

PARTNERING WITH COMMUNITIES

Our school partners with the following organizations to support students' academic and social/emotional needs. The connections help improve student attendance.

*Council for Unity
Educators Rising
International Coastal Cleanup
Jewish Board*

*My Brother's Keeper
My Sister's Keeper
Peer Group Connection
Kingsborough Community College*