

### CREATING AN ATTENDANCE CULTURE

Every school must emphasize the importance of attendance. Within the attendance plan, there should be rewards and recognitions to build the attendance culture. Best practices around incentivizing attendance that are simple to execute and are not expensive are listed below. They can be applied to both elementary schools and high schools.

- ✓ Bulletin Boards (in walkways, hallways, lunchroom; individual classrooms)
  - Some schools have a Bulletin Board Club, or have the creation of a bulletin board as part of the ESPs' responsibility
  - There is a posted schedule for bulletin board creation—by department, grade level, or other
- ✓ Benchmark events for success
  - The 95% Club: students or classrooms with 95% or better are recognized by signage on the classroom door or on the students locker
  - An attendance Trophy is given to the classroom(s) that have 95% or better overall
  - Free tickets to school events for an individuals or for a class
- ✓ Individual honors
  - Breakfast with Someone Special: Student with 95% or better, has an early morning pancake breakfast, or after-school cocoa with a family member, or friend of choice
  - Front of the line pass in the cafeteria
  - Out of uniform pass
  - Accumulation of school store points
  - Partnership with local establishments for coupons towards free eats, items, etc.

Note: It is also important to recognize teachers for their continued presence. The options above can be applied in different forms as well. For example:

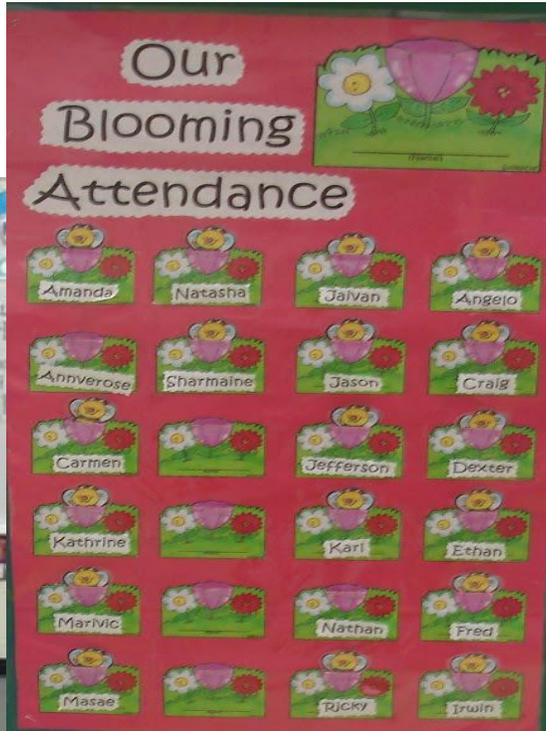
- Cocoa brought to the classroom
  - Reserved Parking Space
  - Shout-out in the teacher lounge
  - Coupon for free service through a partnership with a local establishment
- 
- ✓ Recognize perfect attendance, each quarter, each semester, each year

To do this:

A student must have a daily attendance code of either present "P", tardy "T", in-school suspension "ISS" or school function "SF" for every attendance day of the period that is being considered.

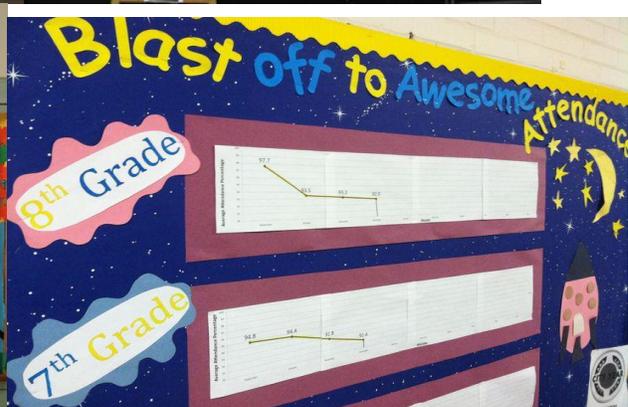
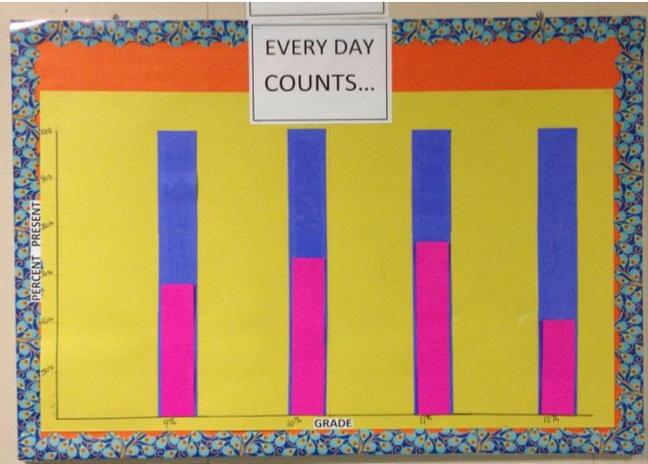
1. To generate a list of students with perfect attendance for the current school year, run the IMPACT/SIM/Report/"CPS Perfect Attendance" report.
2. To identify students with perfect attendance for all school years, run the "CPS Perfect Attendance" report. Then generate the transcript for each student with current school year perfect attendance by running IMPACT/SIM/Report/"CPS HS Transcript" (requires principal, counselor, grading coordinator or status clerk IMPACT role assignment). The transcript lists the number of days present, absent and tardy by school year.

Examples of Positive Attendance Signage



Classroom Door Signage; Same Idea can go for individual student lockers





**Perfect Attendance**

awarded to

\_\_\_\_\_

\_\_\_\_\_

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Certificates

# Attendance/Tardy Policy

The purpose of School Name Attendance and Tardy Policy is to:

## HOW TO DO THE RIGHT THING

1. Be on time and prepared for class.
- 2.
- 3.
- 4.
- 5.

Example of a universal policy form for classroom

## RECOGNITION FOR DOING THE RIGHT THING

1. Attendance Awards every five weeks for 85% and above
- 2.
- 3.
- 4.

## WHAT WILL HAPPEN FOR VIOLATIONS

Occurrence	Consequence to School	Consequences to Class
1 <sup>st</sup> Offense	Call home	Verbal warning