

**ATTENDANCE INCENTIVES**

**PR ATTENDANCE TEAM WILL:**

* Has an administrator as a present member who values the attendance team as a collaborative solution team
* Consists of members that are representative stakeholders of the school-Admin, Case Manager, Teacher, Student, Parent, Counselor
* Meets twice a month
* Focuses on discussions around attendance and is DATA DRIVEN
* Assigns and follows up on Action Items with clear owners and deadlines
* Regularly submits documentation of their meetings and progress to TPS Office of Accountability
* Communicates regularly with the school community of Phoenix Rising as to the progress and decisions of the Attendance Team

**PR ATTENDANCE TEAM WILL IMPLEMENT AN ATTENDANCE ACTION PLAN:**

1. **ATTENDANCE DATA ITEMS**
	1. Review Attendance Data daily/Weekly/Monthly
	2. Daily/Weekly/Monthly Monitoring of Attendance Data
	3. Review attendance policies, protocols, definitions about attendance
	4. Share PR Attendance Data on a weekly basis with all advisory teachers
	5. Assess data and identify students who need targeted support immediately
2. **ATTENDANCE INITIATIVES INVOLVING STAFF AND PARENTS**
	1. Create a PR Attendance Team
	2. Ensure Case Managers have caseloads, call if they are not there by 10:30
	3. Establish Protocol for teachers or other staff to make phone calls to parent/guardians
	4. Home Visits/Ensure Home Visit Request Forms are being completed-**after 3 days absent**
	5. Once any contact (Phone call, home visits, etc.) are made, email counselor to upload on Powerschool
	6. Upload all contacts to JOLTS/Keep Case Manager binders with notes and Quick Sheets
	7. Identify students that need attendance “team “ meetings and have Case Managers schedule
	8. Develop Individualized Attendance Plans for students
	9. Possible Letters for 4, 6, and 8 days?
	10. More Bus Hub Runs?
3. **SCHOOL-WIDE ACTIVITIES**
	1. When a note, letter of excuse, court documents, time with counselor/clinician, note from other teacher, etc is given to the office the following day to show an excused absence-Staff will not only upload to PS, but will also ensure that it is emailed to TPS personnel and attendance clerk in order for the attendance to be edited.
	2. Approve PR Attendance Rewards and Incentives Chart
	3. Include the importance of Attendance during Open House/School Orientation Night
	4. Create Attendance Bulletin Boards for Main lobby, Hallway, Advisory Door, and Lunchroom
	5. Have Students come up with Attendance initiatives that would create excitement
	6. Have students and staff give feedback on attendance initiatives and strategies

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| **PHOENIX RISING ATTENDANCE REWARDS AND REINFORCEMENT CHART** |
| **Incentive** | **Requirement** | **Reward** | **Frequency** | **Owner** | **Display** | **Completion date** |
| **Attendance recognition****Student** | 100% Attendance for the first two weeks of school | Pizza Party | 01/04/17-01/20/17 | G | Attendance Board front Lobby | 01/20/2017 |
| **Attendance recognition****Student** | 95% attendance for first 5 weeks | Special Lunch | 5th week | PR Attendance Team  | Attendance Board in lunchroom | 02/10/2017 |
| **Attendance recognition****Advisory**  | 95% attendance for classroom first 5 weeks | Main Event/Activity/Field Trip | 5th week | PR Attendance Team | Classroom Doors/Hallway | 02/10/2017 |
| **Attendance recognition****School** | 95% attendance for school | Main Event/Activity/Field Trip | 5th Week | PR Attendance Team | Attendance Board Main Entrance  | 02/10/2017 |
| **Attendance recognition****Student** | 90% attendance for the first quarter | Gift Cards | Quarterly | G | Attendance Board in lunchroom | 03/21/2017 |
| **Attendance recognition****Student** | 100% Attendance for the first two weeks of school of 2nd quarter | Pizza Party | 3/22/2017-4/7/2017 | G | Attendance Board front Lobby | 4/7/2017 |
| **Attendance recognition****Student** | 95% attendance for first 5 weeks of 2nd Quarter | Special Lunch | 5th week | PR Attendance Team  | Attendance Board in lunchroom | 04/28/2017 |
| **Attendance recognition****Advisory**  | 95% attendance for classroom first 5 weeks | Main Event/Activity/Field Trip | 5th week | PR Attendance Team | Classroom Doors/Hallway | 04/28/2017 |
| **Attendance recognition****School** | 95% attendance for school | Main Event/Activity/Field Trip | 5th Week | PR Attendance Team | Attendance Board Main Entrance  | 04/28/2017 |
| **Attendance recognition****Student** | 90% attendance for the Second quarter | Gift Cards | Quarterly | G | Attendance Board in lunchroom | 05/24/2017 |