BROOKLYN
LANDMARK
ELEMENTARY

251 MacDougal Street
Brooklyn NY, 11233
718-443-2747
www.brooklynlandmark.org
Mrs. Joyce Beckles- Knights– Principal

BLES Attendance Policy – 2023--2024 School Year

Goal: Through the implementation of a comprehensive approach to identifying, addressing and monitoring daily student attendance, by June, 2024, we will reduce the rate of chronic absenteeism for all students from our baseline of **42% to 20%**, as measured by attendance reports.

Our 2023-2024 Goal is 95%

Daily attendance is taken by teachers by 9:00 am. Our attendance point person is Ms. Crystal Cofield, Secretary who is responsible for uploading the attendance in STARS. The attendance team members are Joyce Beckles- Knights- Principal, Gina Dawson- Assistant Principal, Crystal Cofield- Secretary, Parent Coordinator, Evelyn Vazquez- Community Schools Director, Moya Heyward, Social Worker, Janelle Miller, School Counselor, Destiny Delva, Admin Intern and Umika Woods- Attendance Teacher.

TIERED ATTENDANCE INTERVENTION PLAN

Tier 1: School wide interventions and incentives for all students

- Teachers take daily attendance by 9 am.
- School aides coordinate attendance data by 9:15 am.
- Attendance team members follow up on absences via phone calls, emails or messaging.
- Notes are placed into our attendance tracker /ILOG showing what outreach was made and what the outcome was (i.e. student came to school, student is sick, etc.)
- Principal receives a daily absence list and updates for review.
- In advisory/counseling sessions, attendance progress and goals will be set and reviewed by each benchmark for attendance (4x per year).
- Community Circles are held and classrooms with the highest attendance, second-highest attendance, and third-highest attendance are celebrated.
- Students will be celebrated for perfect attendance with certificates, classroom parties, virtual trips, and more.

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Tier 2: Interventions and incentives for students with 80-89% attendance last year.

- These students are assigned a Success Mentor and are tracked daily for attendance.
- Success mentors will be introduced and parents will be informed as to how the tracking system works, incentives their children can earn and also consequences of chronic absenteeism (promotion in doubt, etc)
- Notes are placed into our attendance tracker showing what outreach was made and what the outcome was (i.e. student came to school, student is sick, etc.)
- A letter goes out to all Tier 2 and Tier 3 students letting the parent know how many absences and latenesses their child has and what the ramifications of chronic absenteeism are (i.e. promotion in doubt, ACS).
- A special assembly will be held for all Tier 2 and Tier 3 students to introduce their Success Mentors to them and to explain the importance of attendance and incentives they can earn for coming to school every day.
- Students and parents will meet with an attendance team member to fill out attendance contract.
- Incentives include parties, virtual trips, positive phone calls home, merits, etc. Tier 2 and 3 parents will be invited to a special virtual meeting designed to express the importance of attendance and the correlation between attendance and academic success.

Tier 3: Students with less than 80% attendance last school year

- These students, when absent, have a phone call made to the family.
- Home visits will be made as needed by the Attendance Teacher (U. Woods)
- Students and parents will meet with an attendance team member to fill out the attendance contract.
- See interventions listed in Tier II above.

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Joyce Beckles-Knights, Principal
Gina Dawson Assistant Principal
Destiny Delva, Administrative Intern

September 2023

Dear Parent/Guardian of _____,

Your child must have **90% or better attendance** for the school year in order to meet the promotional criteria. At the present time, your scholar has been absent _____ times & late _____ times.

It is imperative that you make efforts to bring or send your child to school on time daily. All absences and lateness are documented and may result in a visit/phone call from the school attendance personnel, the district attendance teacher or a conference with the School Counselor.

Should you have any questions/concerns, please feel free to contact the school at (718) 443-2747 to schedule an appointment.

Thank you,

Joyce Beckles-Knights

Principal

Tear Off

I, _____ have received this letter and understand the importance of ensuring my child_____ attends every day.

I, _____ am uncertain about these absences and will be contacting the school as soon as possible.

I, _____ will bring in doctor's notes or other supporting documentation for the days my child was absent.

Phone Number_____

Email Address _____

We11ness in Year 11
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