



BROOKLYN ASCEND LOWER SCHOOL

ATTENDANCE PROCEDURE – FALL 2020

OVERVIEW

Ensuring timely and accurate attendance is taken during the school day is critical to the academic success and strong culture of schools and its students. Below is the procedure for attendance tracking at Ascend in a fully-remote setting.

In the creation of this process, input was gathered that were key to the development of a strong attendance process for our new school model below:

- Teachers are the main point of contact for students throughout the day in a remote setting
- It is important to capture remote tardies without the physical presence of a security desk and tardy log

PROCEDURE

Attendance is taken in the morning at the start of Morning Meeting or Advisory and updated throughout the day by teachers. Attendance is live, in the remote setting, teachers are the staff that students come in contact with most frequently during the day. Thus, they are tasked with ensuring that attendance is marked intermittently throughout the duration of synchronous learning. In lower schools, homeroom teachers ensure that attendance is marked intermittently to capture tardy remote students during the day.

DAILY ATTENDANCE SCHEDULE

LOWER SCHOOL – 100% REMOTE MODEL

Time*	All sections
8:00 – 8:15 am	Teacher takes attendance, scholars must be present online and ready for remote instruction.
8:16 am	A scholar is considered tardy after 8:16 am, and anytime after a period has begun throughout the day after the teacher has taken attendance.
10:00 am	If a scholar is marked absent by their teacher, parents will receive a phone call. If you know that your scholar will be absent, please email: BACS_OPS@ascendlearning.org by 8:30am.



BROOKLYN ASCEND LOWER SCHOOL

COMMUNICATION

Communication between the family and the school remains the same as in previous years. **The parent/guardian must report any absence via email to the Operations Team at bacs_ops@ascendlearning.org by 8:30 am** on the day of the absence. If a scholar is absent without explanation, the school will contact the parent/guardian via phone/email by 10:00 am. The table below displays the next steps the school will take in regards to scholar absences.

Instance	Action and purpose
Each absence	Communication between the family and the school The parent/guardian must report any absence via email to BACS_OPS@ascendlearning.org by 8:30 am on the day of the absence. If a student is absent without explanation, the school will contact the parent/guardian via phone by 10:00 am
Fifth consecutive undocumented absence	Report to the Administration for Children's Services (ACS) If the school is unable to make contact with the family after the fifth day of undocumented absences, the school director in conjunction with the school's social worker will report excessive absences and the possibility of a missing child to the Administration for Children Services (ACS).
Third absence	Letter home After three absences, the school will email a letter home detailing the scholar's attendance record and the consequences of lost instructional time.
Sixth absence	Letter home/parent conference School will schedule a meeting with the parent or guardian to discuss excessive absences and the school's mandated reporting policy.
Ninth absence	Parent or guardian conference or certified letter home (signature required) School will schedule a family meeting to discuss excessive absences and the school's mandated reporting policy. During this meeting, a member of the school leadership team will ask the parent or guardian to sign a statement acknowledging the purpose and date of the meeting, and confirming comprehension of the law regarding school attendance as well as the consequences of school absences for the scholar.
Fifteenth absence	Evaluation of readiness for promotion The school reserves the right to retain any scholar who exceeds 15 absences. The school will also schedule a family meeting as above to discuss excessive absences and the school's mandated reporting policy. In the event that the school is unable to make contact with the parent or guardian, the school will send a certified letter to the last known address.
Twentieth absence	Report to the Administration for Children's Services (ACS) The school director in conjunction with the school's social worker will report excessive absences to the Administration for Children Services (ACS) and file a case of educational neglect.