

Attendance & Accountability

The FACE Team

Do Now: Online Shopping



1. Type your name and role in the chat.
2. What is your favorite drink from Starbucks, DD, or any other coffee chain?

Ask It Chat

- ❖ If you have a question, we ask that you write it in the general chat
 - We will address questions at the end of the session!

Objectives

- ❖ Learn the impact of school policies (MKV, Title I, Wellness) on the SEED program
- ❖ Understand the enrollment process and role of staff
- ❖ Learn the attendance and reporting requirements for SEED PCS

Parents as Partners

“Teachers only called me when my child got in trouble.”

“I never received a call to say my child was doing well or poorly academically, until it was too late.”

Creating Partnership with Families

1. Grade Level Welcome Email: Template in Swift K12
2. Quarterly Connections between families and staff.
3. Families should be contacted by their scholar's teachers & student life staff at least once a month Log this communication in PowerSchool.
4. FACE Sponsors: Home Visits, Check in Phone Calls, Postcards projects, monthly coffee, social media challenges, school events

All staff must contact all families at least once per quarter to share updates on academic progress . Students with declining academic performance must have their families contacted at least twice per quarter.

Engaging Families Virtually

- ❖ Game Nights,
- ❖ Parent-led events (cooking, baking, sharing crafts, etc),
- ❖ Exercise, yoga, zumba,
- ❖ Healthy life choices assignments
- ❖ Buddy system projects
- ❖ Giveaways/contests,
- ❖ Book clubs ,
- ❖ Movie night/watch parties,
- ❖ Parent/scholar assignments,
- ❖ Photo challenges ,
- ❖ Current events projects
- ❖ Polling to engage families.



We are all Enrollment!

All staff members are a part of The FACE Team! We are all responsible for the enrollment of students.

How can you help?

1. Report attendance anomalies and patterns
2. Report the mention of a student withdrawing or transferring
3. Report mentions of students attending other schools
4. Report any conversation about withdrawal
5. Build trusting relationships with families and students
6. Treat all members of our community with kindness and respect



Role of FACE Office: McKinney Vento Students

Goal: Eliminate barriers for school enrollment and participation in daily activities. Sheltered, Unsheltered, Doubled Up, Hotel/Motel

How can you help?- Report housing changes immediately

High mobility resulting in lack of school stability and educational continuity (**Attendance Monitoring**)

Lack of access to programs

Lack of transportation

Lack of school supplies, clothing, etc.

Poor health, fatigue, hunger

Prejudice and misunderstanding

Field Trip Support or Event Support

Wellness Policy

The SEED Public Charter School of Washington, D.C. aims to provide age-appropriate and culturally sensitive instruction in nutrition, health and physical education that help students develop the knowledge, attitudes, and skills to enjoy healthy eating habits and a physically active lifestyle.

Have you ever....

Ordered Uber Eats for a child before 5:30pm

Ordered pizza for class, had a class potluck, sponsored a birthday party with a parent with cake and popeyes before 5:30pm , had morning coffee and donuts for test prep, or offer cookies, candy, or carry out as a reward for any academic achievement.

Here is a [link](#) to the SY 20-21 wellness policy, along with a draft for SY 21-22 created by the team!

Click [here](#) to learn more about healthy snacks options, celebration ideas, and the guidance within the USDA guidance that teachers may use...

IF SO...WE WANT YOU TO STOP!

We Need Your Help!

The SEED Public Charter School of Washington, D.C. will not use foods or beverages as rewards, incentives, or prizes for academic performance or good behavior that do not meet the nutritional requirements above.

The SEED Public Charter School of Washington, D.C. will not permit third-party vendors to sell foods or beverages of any kind to students on school property from midnight on the day school begins to 90 minutes after the school day ends, in accordance with Healthy Schools Act and USDA Smart Snacks Standards.

Parents and staff providing food/snacks to students that does not meet or exceed the USDA Smart snacks nutrition standards and the DC Healthy Schools Act 2010 during the academic day will be prohibited.



Attendance

Why Attendance Is Important

- Accountability- we have to know where our scholars are at all times
- PMF- attendance (in-seat) is measured/rated and helps determine our tier status
- Student Achievement- A missed school day is a lost opportunity for a scholar to learn

Expectations

- All teachers are expected to submit within the first 15 minutes of class
- If a scholar enters class after the 15 minute mark, teachers are expected to rectify their attendance

Goal

- 100% in-seat attendance is what we are striving for, but sometimes our scholars are sick or have other extenuating circumstances, therefore 98% is the goal for the year.

Inspect What We Expect...

We are all responsible for attendance! Ms. Holloway is mandated to inform Mrs. Holman-Jones and Mr. Durham about academic teachers with missing attendance.

1. Friendly Reminder
2. Written Warning
3. One on One Session: FACE Team
4. Notice of Concern

Teacher/Sub Attendance Submission

1. Log into PowerSchool.
 - a. <https://seedschool.powerschool.com/teachers>
2. Click on the chair or calendar icon.
3. Choose between N (In class now) or A (Absent) for each scholar. ***Please do not use P (Present Do Not Use!)***
4. Press SUBMIT! (please do not forget this step)
5. If a scholar arrives to class late, please go back in to mark the scholar late by using U (unexcused) or X (excused).

1. Log into PowerSchool sub portal.
 - a. <https://seedschool.powerschool.com/subs>
 - b. Select Teacher Name
 - c. Enter password “seedsub”

****Please note teachers have to be logged out of their PowerTeacher account before logging into the sub portal****

Also, Attendance written on paper will not be accepted for recording purposes!!

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Single Day

Multi-Day

Seating Chart

Seating Chart Design

Attendance Code

(Present - Do Not Use)

Date Range

08/30/2021 - 06/19/2022

Edit

Classes

Show Multiple Sections

Comments

Display

Cancel

No data found

Cancel

2(A)	Physical Education PowerTeacher Pro							
3L(A)	Physical Education PowerTeacher Pro							
3L(B)	Physical Education PowerTeacher Pro							
4(A)	Senior Seminar PowerTeacher Pro							
5(A)	Physical Education PowerTeacher Pro							
5(B)	Senior Seminar PowerTeacher Pro							

- ✓ (Present - Do Not Use)
- LATE_U (Late, Unexcused)
- LATE_E (Late, Excused)
- A (Absent)
- N (In Class Now)
- C (In-School Health Related Absence)
- SLE (SL Absent_Excused)
- SLS (SL Sports)
- SLU (SL Absent_Unexcused)
- SLED (SL Early Dismissal)
- SLP (SL Programming)
- SLLE (SL Late_Excused)
- SLLU (SL Late_Unexcused)
- SLL (SL Late)
- SLAB (SL Absent)

Date Range
08/30/2021 - 06/19/2022 [Edit](#)

Meeting vs. Daily Attendance

- ❖ Teachers record meeting attendance
- ❖ Meeting Attendance = Classroom Attendance

Y1	Absences	
	20-21	20-21
C 73	36	36

1. 01/27/2021 - A
 2. 01/29/2021 - A
 3. 02/01/2021 - A
 4. 02/05/2021 - A
 5. 02/08/2021 - A
 6. 02/10/2021 - A
 7. 02/12/2021 - A
 8. 02/17/2021 - A
 9. 02/19/2021 - A
 10. 02/22/2021 - A
 11. 02/24/2021 - A
 12. 03/01/2021 - A
 13. 03/12/2021 - A
 14. 03/29/2021 - A
 15. 03/31/2021 - A
 16. 04/02/2021 - A
 17. 04/05/2021 - A
 18. 04/07/2021 - A
 19. 04/21/2021 - A
 20. 04/23/2021 - A
 21. 04/26/2021 - A
 22. 04/30/2021 - A
 23. 05/03/2021 - A
 24. 05/05/2021 - A
 25. 05/10/2021 - A
 26. 05/14/2021 - A

- ❖ I record Daily Attendance
- ❖ Daily Attendance = PMF

8/31-9/6							9/7-9/13							9/14-9/20							9/21-9/27							9/28-10/4						
M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F		
45	45	45	45	45	45		45	0	45	45	45			45	45	45	45	45	45			45	45	45	45	45		45	45	45	45	45		
N	N	N	N	N	N		N	U	N	N	N			N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N		
11/2-11/8							11/9-11/15							11/16-11/22							11/23-11/29							11/30-12/6						
M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F		
45	45	45	45	45	45		45	45		45	45			45	45	45	45	45	45									45	45	45	45	45		
N	N	N	N	N	N		N	N		N	N			N	N	N	N	N	N									N	N	N	N	N		
1/4-1/10							1/11-1/17							1/18-1/24							1/25-1/31							2/1-2/7						
M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W	H	F		
45	45	45	45	45	45		45	45	45	45	45					45	85				85	45	45	45	45			45	0	45	45	45		
N	N	N	N	N	N		N	N	N	N	N					N	N				N	N	N	N	N			N	U	N	N	N	N	
3/8-3/14							3/15-3/21							3/22-3/28							3/29-4/4							4/5-4/11						

Rectifying Process/What Ifs

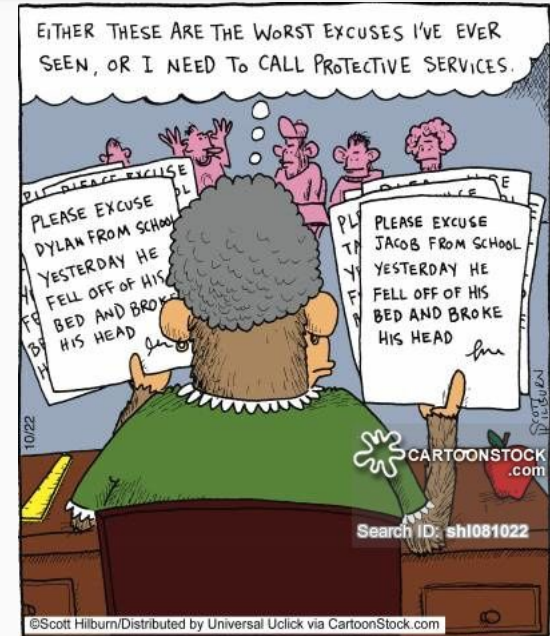


- ❖ OSSE (Office of the State Superintendent of Education) only recognizes specific codes
 - N, X, U, I, IPL*
- ❖ If a scholar has an appointment, is out sick or even on vacation...I will go in to enter the specific codes and a note
- ❖ What if a scholar says “Oh Ms. Cannon I won’t be here next week, I’ll be on vacation”↳ encourage the scholar to have their parent send an email to attendance@seedschool.org and notify Ms. Holloway
- ❖ What if a scholar walks into Mr. Sheffield’s class at 8:16 and he already finished and submitted attendance ↳ Please go back in to mark the scholar late
- ❖ What if a scholar goes to see a counselor ↳ Please make sure the scholar has a pass if leaving from you and has a pass if returning/coming to your class for the 1st time
- ❖ What if you get locked out of your PowerSchool account↳ please email Ms. C. Tyson (ctyson@seedschooldc.org or myself (aholloway@seedschooldc.org) for assistance

Absences: Excused vs Unexcused

- ❖ 3 absences- Postcard/ strategies to help improve attendance
- ❖ 5 absences- Attendance meeting
- ❖ 10 absences- report to OAG for educational neglect

*If you notice a student is absent please contact families the first day. If you are having trouble reaching a family please reach out to a member of the FACE team for support.



Attendance Reporting & Meetings

- ❖ Attendance meetings are held once a student has 5 unexcused absences.
- ❖ Attendance meetings will be called by the Attendance Coordinator. (If you are concerned about a student's attendance please reach out to us and we will discuss next steps.)
- ❖ Teachers may be asked to join attendance meetings.
- ❖ Attendance meetings can/will include: Parent/guardian, student, Attendance Coordinator/Attendance Support, Registrar, Teacher, Director of FACE, Student Support Team member, and/or Principal/Assistant Principal.

Attendance



Incentives

- Scholars- monthly activity/treat for scholars who have 100% attendance (scholars who are present for 80% or more of school day) and certificates at quarterly assemblies
- Teachers- monthly treat for teachers who submit attendance on time
- What do you think scholars would enjoy as an incentive? Place it in the chat.

Translation Requirements

- ❖ Staff will receive an email to create a profile for our translation services.
- ❖ Training is forthcoming
- ❖ Communications will be translated by The FACE Office until training is complete.
- ❖ 9th: Full spanish translation
- ❖ 10th 11th and 12th: ASL Translation



We are all responsible for enrollment and attendance!

Thank you for being committed to creating a strong community!

- ❖ SEED Polo
- ❖ SWAG Items*
- ❖ Car Magnet



Questions



The FACE Team

❖ Rashida Holman-Jones- Director of FACE

- rholmanjones@seedschooldc.org
- 202.329.8961

❖ Michelle Williams- Family Engagement Specialist

- mwilliams@seedschooldc.org
- 202.248.3025

❖ Alexis Holloway- Attendance Coordinator

- aholloway@seedschooldc.org
- 202.381.8065

❖ Kenyattia Miller- School Receptionist

- kmiller@seedschooldc.org
- 202.248.7773