Attendance and Discipline Toolkit for Principals
2021-2022

Department of Student Equity, Enrollment, and Discipline (S.E.E.D.)

RE IMAGINING 901

SHELBY COUNTY SCHOOLS

SECTION 1

ATTENDANCE RECONCILLIATION

Attendance Terms

Attendance: is the action of going regularly to or being present at a place or event.

Average Daily Attendance (ADA): the % which a student attends school

Average Daily Membership (ADM): refers to the average number of students enrolled within a school or district each day over a specific time period

Chronic Absenteeism: Chronic absenteeism is a measure of how many students miss a defined number of school days (often around 15 or more days) for any reason.

Truancy: A legal term that refers only to unexcused absences. A Tennessee student is considered truant at five unexcused absences and may be subject to legal intervention.

PowerSchool Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Value
	Present	Yes	Yes	Present
P	Present (Used to change previous code to present)	No	Yes	Present
AT	Absent by Teacher	Yes	Yes	Absent
EPA	Excused Partial Absence/Check Out	No	Yes	Present
UPA	Unexcused Partial Absence/Check Out	No	Yes	Present
TE	Tardy Excused/Check In	No	Yes	Present
TU	Tardy Unexcused/Check In	No	Yes	Present
E0	Excused Absence	No	Yes	Absent
E1	Illness	No	Yes	Absent
E2	Death / Illness Family	No	Yes	Absent
E3	School Service	No	Yes	Absent
E4	Religious Holiday	No	Yes	Absent
E5	Legal Court Summons	No	Yes	Absent
E6	Circumstances Approved by Principal	No	Yes	Absent
U0	Unexcused Absence	No	Yes	Absent
U1	Overslept/Alarm Problem/Elec Off	No	Yes	Absent
U2	Transportation Related	No	Yes	Absent
U3	Personal / Family Related	No	Yes	Absent
U5	Out of Town / Vacation	No	Yes	Absent
U99	Other	No	Yes	Absent
ISS	In School Suspension	No	Yes	Present
OSS	Out of School Suspension	No	Yes	Absent
EXP	Expulsion	No	Yes	Absent
REM	Remanded to Alt Setting	No	Yes	Present
HB	Homebound	No	Yes	Present
FT	Field Trip	No	Yes	Present
CT	Contract Student	No	Yes	Present
T	Tardy (Used by the teacher to signify the student is late to class not late to school)	Yes	Yes	Present
AC	Absent By Calculation (Central Office Only)	No	Yes	Absent
PC	Present By Calculation (Central Office Only)	No	Yes	Present
HF	Health Facility	No	Yes	Present
CVA	COVID (positive test/absent)	No	Yes	Absent
CVHB	COVID (Positive test/distance learner)	No	Yes	Present
CVD	COVID (exposure/ distance learner)	No	Yes	Present
D	Distance Learner	No	Yes	Present
PNC	Present No Connectivity	No	Yes	Present
ANC	Absent No Connectivity	No	Yes	Absent

Daily Attendance Tasks

Run the **Teacher Attendance Submission Status report** located on the **Reports** tab. From the **Start** page, click **Attendance.** On the next page click the **Reports** tab if not already selected. Click **Teacher Attendance Submission Status** for the Teacher Attendance Submission Status to be displayed.

Functions

Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Function	Description
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.
Absentee Report	Single day period by period attendance code report.
Search by Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.
Attendance Count	Multi-day period by period attendance code report.
Consecutive Absences	Report detailing consecutive student absences by absence code.

Reports

System Reports
ReportWorks

People

Student Search
Staff Search
Parent Search
Enroll New Student
New Staff Entry
New Parent Entry

Setup

Teacher Attendance Submission Status

Date Displayed:	8/7/2017	
Show Sections Excluded From Attendance:	No	
Order By:	◉ Alphabetic ○ Att taken first ○ No Att taken first	
Show:	◉ All ○ Complete Attendance ○ Incomplete Attendance	

Submit

Teachers who **have taken** full attendance will be **Green**, teachers who **have taken partial** attendance will be **Yellow**, and teachers who **have not taken** any attendance during the day will be **Red**.

Teacher Attendance Submission Status

Date Displayed:	08/08/2016	
Show Sections Excluded From Attendance:	No	
Order By:	◉ Alphabetic ○ Att taken first ○ No Att taken first	
Show:	◉ All ○ Complete Attendance ○ Incomplete Attendance	

Submit

✔ Allen, Angela	✔ Austin, Terry	✔ Bond, Nicole
✔ Carfield, Jessica	⚠ Craddock, Kasey	ⓘ Cross, Elizabeth
✔ Dodd, Dwight	⚠ Dowtin, John	⚠ Ellison, Valerie
✔ Fentress, Tara	✔ Ford, Kelsey	✔ Frost, Mary
⚠ Gomez, Amber	⚠ Graham, Roger	✔ Grisham, Steffanie
✔ Harral, Chelsea	✔ Jurkovic, Amy	✔ Longo, Daniel
⚠ Martin, Charles	✔ Martin, Matthew	✔ Moore, Vanessa
✔ Morris, Mary	⚠ Myers, Shoneisha	✔ Neal, Michael
✔ Parks, Adlesia	✔ Patterson, Amye	ⓘ Paulo, Carrie

OR

B. Run the PowerTeacher Attendance Report to get the same information but in a report form.

Attendance

Reports	Daily	Meeting	Consecutive Absences	Functions

Function	Description
Teacher Attendance Submission Status	Graphical view of attendance status by teacher by day.
PowerTeacher Attendance	Report showing which teachers have not taken attendance.

People
- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

Show Sections Excluded From Attendance: No

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SECTION 2

BEST PRACTICES TO IMPROVE ATTENDANCE

Attendance Strategies

Schools who participate in the following strategies experience greater success:

- Participation in ongoing PLZ PowerSchool Attendance training (designed specifically to explain the logistics of capturing and reconciling daily attendance)

- Designating "attendance administrators" provides an additional tier of accountability and follow-through to ensure that schools are following the district's standardized protocols

- Collaborating with and utilizing the district's outside stakeholder supports such as, RePRESENT Everyday, and Stepping Stones to keep parents informed and aware of expectations and to intrinsically promote student.

- Participating in individualized Clean-up Sessions with SEED once they have disaggregated data

- Forming individualized data teams within the school to regularly respond to and review data trends

- Utilizing and becoming familiar with your assigned SEED Attendance & Discipline Analysts and consulting with them regularly when abnormal data trends are identified. Schools should know the names of their analysts. Please email Dr. Kimberly Baker at Bakerkd@scsk12.org to identify analysts.

- Utilizing and becoming familiar with your assigned Truancy Specialist. Schools should know the names of their specialist. Please email Thomasens Stucket Stuckettt@scsk12.org to identify specialists.

- Utilizing school-wide Rapid Response systems to quickly notify parents of the student's attendance status
- Utilizing school-wide incentive programs to promote a culture of excellence

School-wide Reward Incentive Ideas:

- Create school-wide mini programs/virtual events to publicly identify and reward students who have perfect and improved attendance (things that can be witnessed by their peers)

- Create competitive competitions among grade levels or classes to promote intrinsic motivation (i.e., class with best attendance gets a pop-corn party, extra recess, a free game pass etc.)

- Recognize Faculty who have done a superb job of taking their attendance properly. These teachers can possibly be rewarded with gift cards, 20 minutes extra for lunch while admin observes/teaches their class etc.) Special Parking Privileges can be provided to students and faculty who have had awesome attendance

- BE PROACTIVE and identify those who need assistance with attendance (i.e., parents, students and teachers) and provide fun informationals with door prizes to help communicate expectations.

SECTION 3

PROGRESSIVE DISCIPLINE

SOCIAL & EMOTIONAL LEARNING/RTI-B SUPPORTS AND EXPECTATIONS

A Student Review Team can be requested at any time by school staff or parent to address the individual needs of a student; however, the following steps are required based on criteria:

TIER 3: 8+ Office Discipline Referrals

- Required **Student Review Team** with school social worker, counselor and/or teachers to determine supports and if the Behavior Support Plan needs to be revised or if a Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) is needed with parental consent
- If student receives 504 or SPED services, the 504 or IEP team must conduct a meeting to develop plan to address concerns
- 10 Out-of-school Suspensions Days (Admin will inform school social worker) - required FBA/BIP for student with parental consent
- Referral for unique circumstances for Tier III supports and interventions (refer to C.H.E.S.S. manual)

TIER 2: 4-7 Office Discipline Referrals

- Required **Student Review Team** with counselor and teachers to determine supports and if a Behavior Support Plan is needed
- If student receives 504 or SPED services, the 504 or IEP team should conduct a meeting to determine if additional supports are needed
- 5 Out-of-school Suspension Days (Admin will inform counselor) - required Behavior Support Plan for student
- Plan and supports will be documented in BrightBytes

TIER I: 0-3 Office Discipline Referrals

- Classroom-managed behaviors
- School-wide RTI-B supports
- Supports will be documented in BrightBytes

Move directly from TI to T3 if:

- Transitioning from inpatient care
- Assessed high risk for suicide
- Non-Suicidal Self-Injury (NSSI)
- Positive Trauma Screening (CPSS or UCLA)

Determining Suspension Length

Note: when determining the appropriate number of days to suspend a student, principals should consider the following:

1. Shelby County Schools Policy & Tennessee Code Annotated
2. Special Education/504 Services/suspected disabilities status
3. Age and intent of the student
4. Level of disruption
5. Past Behavior of the Student
6. Fidelity of Behavior Plans/interventions/supports

PROGRESSIVE DISCIPLINE
Progressive Discipline does not equate to different variations of exclusionary consequences but instead represent a plethora of creative supports taken prior to suspension.

For additional clarity or condusive resolve regarding discipline matters, please contact any of the District Managers or Officials within the Office of SEED (416-6007)

* A manifestation meeting is required for any child with a disability for suspensions that exceed 10 days, once a pattern of misbehavior occurred. If it is determined during the manifestation meeting that the behavior is not a manifestation of the student's disability and the IEP has been appropriately implemented, the student is subject to the same consequences as that of his/her nondisabled peer(s). Special Education Advisors/Supervisors should be contacted regarding manifestation meetings.
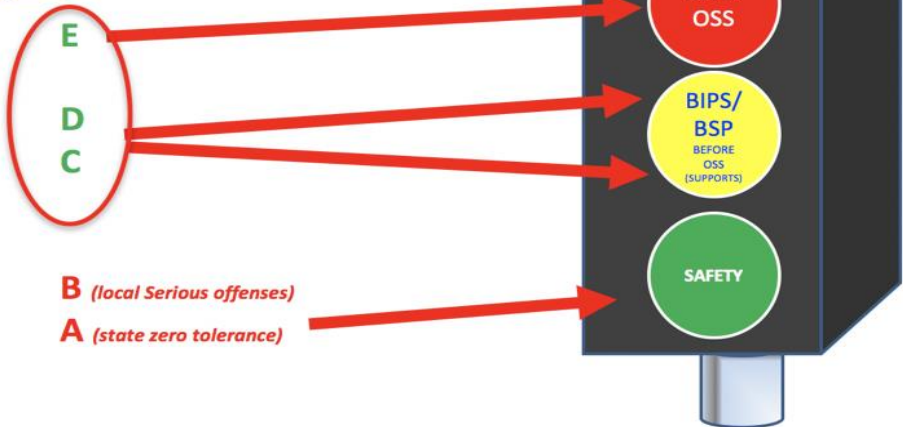
* School administrators should notify law enforcement for possible criminal offenses and DCS for possible abuse or neglect

* Expulsions will not be permitted for minor Category (C) or Category (D) and (E) offenses

Irregular expulsions (i.e., 11, 14, 20 day increments) are not supported prior to the month of May.

The Student Code of Conduct (Policy 6026)

Categories

E
D
C

B (local Serious offenses)
A (state zero tolerance)

NEVER OSS

BIPS/BSP BEFORE OSS (SUPPORTS)

SAFETY

TIER 1
Minor, typical behaviors normally corrected with general supports

TIER 2
Often represents "At-Risk" students, return offenders, represents most OSSs, specific supports are needed for these students
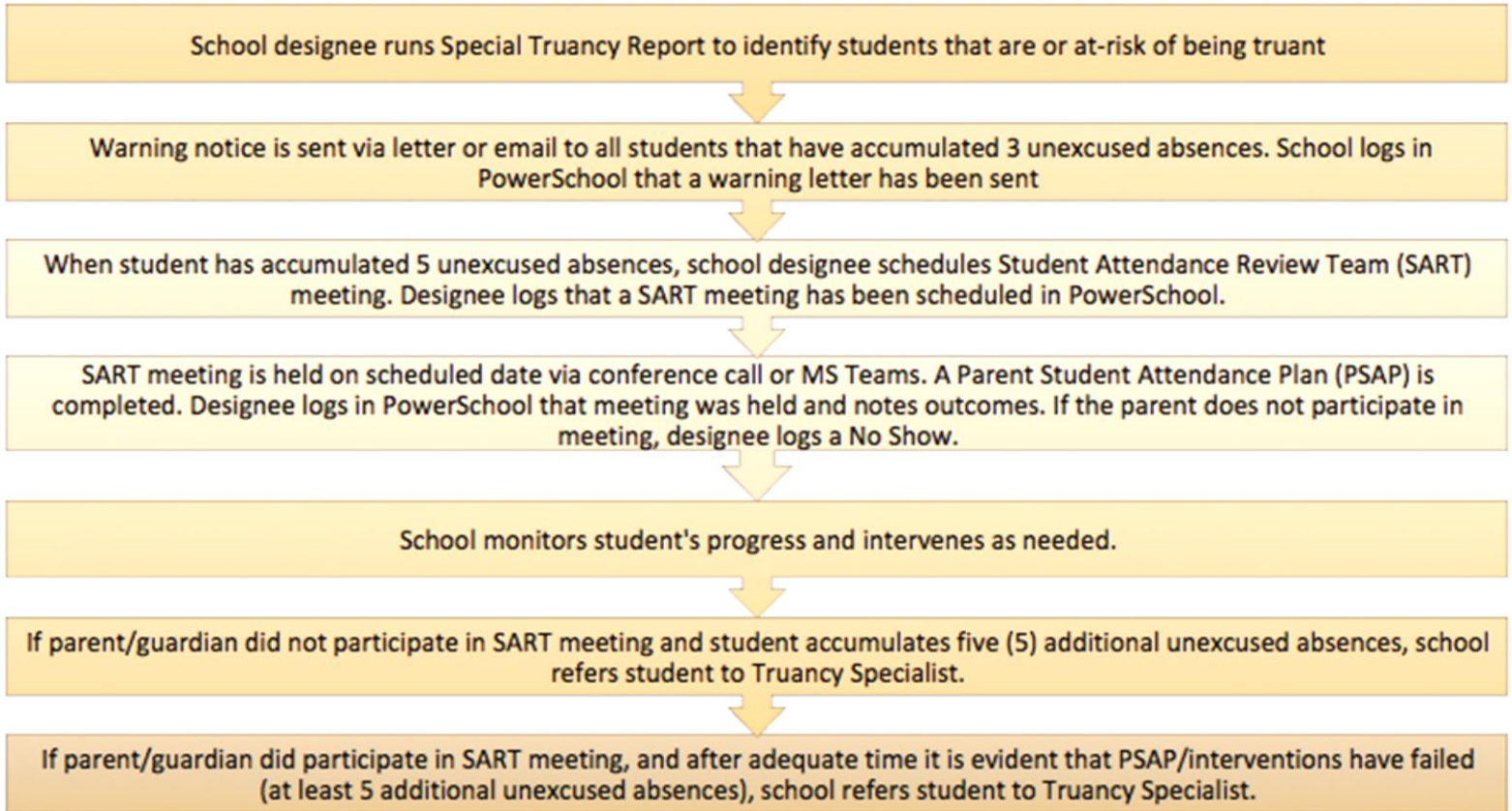
TIER 3
High level of/severe disruptions that may present safety concerns, possible criminal offenses

Attendance Matters
...every school day counts!

SECTION 4

TRUANCY PROCESSES

School Truancy Process Chart

School designee runs Special Truancy Report to identify students that are or at-risk of being truant

Warning notice is sent via letter or email to all students that have accumulated 3 unexcused absences. School logs in PowerSchool that a warning letter has been sent

When student has accumulated 5 unexcused absences, school designee schedules Student Attendance Review Team (SART) meeting. Designee logs that a SART meeting has been scheduled in PowerSchool.

SART meeting is held on scheduled date via conference call or MS Teams. A Parent Student Attendance Plan (PSAP) is completed. Designee logs in PowerSchool that meeting was held and notes outcomes. If the parent does not participate in meeting, designee logs a No Show.

School monitors student's progress and intervenes as needed.

If parent/guardian did not participate in SART meeting and student accumulates five (5) additional unexcused absences, school refers student to Truancy Specialist.

If parent/guardian did participate in SART meeting, and after adequate time it is evident that PSAP/interventions have failed (at least 5 additional unexcused absences), school refers student to Truancy Specialist.

Attendance Matters

Every student. Every day.

SECTION 5

TRAINING OPPORTUNITIES

Office of Student Equity Enrollment and Discipline

Fall Professional Development

Please register for the following virtual sessions using the PLZ course code. Session facilitators will send the link to the training to enrolled participants prior to the session.

RTI2-B

Analyzing Your Discipline Data for RTI2-B Implementation - #28338
9/30/21
3:30-4:30

RTI2-B Tier 2 Implementation (ES) - #28364
9/21/21, 9/23/21, 9/28/21, 9/30/21
9:30-12:00

RTI2-B Tier 2 Implementation (MS/HS) - #28365
10/19/21, 10/21/21, 10/26/21, 10/28/21
9:30-12:00

Attendance and Discipline

PowerSchool Attendance Training - #24038
9/22/21, 10/6/21, 10/20/21, 11/3/21, 11/17/21, 12/1/21, 12/15/21
9:00 – 12:00

Truancy

Truancy: The SART Process - #28452
9/14/21, 9/28/21, 10/19/21, 11/9/21
3:30-4:30

504

504 Compliance Training - #28582
9/22/21, 11/10/21
3:30-4:30

504 Implementation Training - #27266
9/29/21, 11/16/21
3:30 – 4:30

Social Emotional Learning

ACEs Awareness - #18400
10/5/21, 11/4/21
3:30-4:30

Policy 6046 Refresher: Bullying, Intimidation and Harassment - #23602
9/21/21, 10/19/21, 11/30/21
10:00-11:00 or 2:00-3:00

Regulate to DeEscalate - #17683
10/21/21, 12/2/21
3:30-4:40

Title IX Overview - #28596
10/7/21, 12/2/21
3:30 – 4:30

PowerSchool Attendance Training 2021-22

DATE	TIME	LOCATION
8/4/2021	9 am - 12 noon	Teams
8/11/2021	9 am - 12 noon	Teams
8/18/2021	9 am - 12 noon	Teams
8/25/2021	9 am - 12 noon	Teams
9/8/2021	9 am - 12 noon	Teams
9/22/2021	9 am - 12 noon	Teams
10/6/2021	9 am - 12 noon	Teams
FALL BREAK	**10/11 - 10/15 FALL BREAK**	**FALL BREAK**
10/20/2021	9 am - 12 noon	Teams
11/3/2021	9 am - 12 noon	Teams
11/17/2021	9 am - 12 noon	Teams
THANKSGIVING	**11/22 - 11/26 THANKSGIVING**	**THANKSGIVING**
12/1/2021	9 am - 12 noon	Teams
12/15/2021	9 am - 12 noon	Teams
WINTER BREAK	**12/20 - 12/31 WINTER BREAK**	**WINTER BREAK**

SEED Analysts
by school assignment

Cabrida Grady 416-9843; harrisc10@scsk12.org	Cheryl Leger 416-6886; legerc@scsk12.org	Leisa Bedell 416-0420; bedelll@scsk12.org	Mamie Greenlee 416-8204; Greenleemg@sck12.org	April Westmoreland 416-6611; Westmorelanda@sck12.org
A. B. Hill Elementary	Germantown Elementary	Richland Elementary	Alcy Elementary	Germanshire Elementary
Alton Elementary	Getwell Elementary	Riverview School (K-8)	Cherokee Elementary	Grahamwood Elementary
Balmoral/Ridgeway Elementary	Hamilton School (K-8)	Riverwood Elementary School	Chimneyrock Elementary School	Hickory Ridge Elementary
Barret's Chapel School	Hawkins Mill Elementary	Robert R. Church Elementary	Cordova Elementary	Idlewild Elementary
Belle Forest Community School	Highland Oaks Elementary	Ross Elementary	Cromwell Elementary	Jackson Elementary
Berclair Elementary	Holmes Rd	Rozelle Elementary	Crump Elementary	Kate Bond Elementary School
Bethel Grove Elementary	J.P. Freeman	Sea Isle Elementary	Dexter Elementary	Kingsbury Elementary
Brownsville Road Elementary	Keystone Elementary	Scenic Hills Elementary	Dunbar Elementary	Lowrance School (K-8)
Bruce Elementary	LaRose Elementary	Shady Grove Elementary	E.E. Jeter School	Oakshire Elementary
Campus Elementary	Levi Elementary	Sharpe Elementary	Egypt Elementary	Peabody Elementary
Cummings School (K-8)	Lucie E. Campbell Elementary	Sheffield Elementary	Fox Meadows Elementary	Raleigh-Bartlett Meadows Elementary
Delano Elementary	Lucy Elementary	Shelby Oaks Elementary	Gardenview Elementary	Sherwood Elementary
Double Tree Elementary	Macon-Hall Elementary	Snowden School (K-8)	Geeter (K-8)	Springdale Elementary
Douglass School (K-8)	Newberry Elementary	South Park Elementary	Whitehaven Elementary	Treadwell Elementary
Downtown Elementary	Northaven Elementary	Southwind Elementary	William Herbert Brewster Elementary School	Vollentine Elementary
Evans Elementary	Oak Forest Elementary	Wells Station Elementary	Winchester Elementary	Westhaven Elementary
Ford Road Elementary	Oakhaven Elementary	White Station Elementary	Winridge Elementary	Westside Elementary
Ida B Wells	Parkway Village	Willow Oaks Elementary		
American Way Middle	Germantown Middle	Oakhaven Middle	A Maceo Walker Middle	Grandview Heights Middle School
Bellevue Middle	Hickory Ridge Middle	Ridgeway Middle	Cordova Middle	Havenview Middle
Chickasaw Middle	Highland Oaks Middle	Maxine Smith STEAM Academy	Dexter Middle	Hollis F. Price Middle College
Colonial Middle	Kate Bond Middle School	Raleigh-Egypt Middle	Georgian Hills Middle	Treadwell Middle School
Craigmont Middle	Kingsbury Middle	White Station Middle	Mt. Pisgah Middle	University Middle School
			Sherwood Middle	Woodstock Middle School
Hamilton High	Central High	Raleigh-Egypt High	Middle College High	BTW
Kingsbury High	Cordova High School	Ridgeway High	Mitchell High	Bolton High
Kirby High	Craigmont High	Southwind High	Oakhaven High	Douglass High
Manassas High	East High	Westwood High	Sheffield High	Overton High
Melrose High	Germantown High	White Station High	Trezevant High	Whitehaven High
	Medical District High			Wooddale High
Gordon Elementary	Shrine	Adolescent Parenting	Carver	Northwest Prep
Gordon Middle	Airways Elementary	Newcomers International		Northeast Prep
	Airways Middle			

OFFICE OF STUDENT EQUITY ENROLLMENT & DISCIPLINE (SEED)

Dr. Angela Hargrave, Executive Director

Name	Role	Contacts
Dr. JB Blocker	**Manager of Attendance, Equity & Discipline** General Discipline & Attendance Implementation, State-Reported Discipline & Attendance Data, Individualized PD, & Standardized Discipline Forms etc.	416-7383 blockerj@scsk12.org
Rosalind Davis	**Manager of 504, SEL, & OCR** 504 Guidelines/Grievances, Registration Forms, Office of Civil Rights investigations, ACEs Training, Social Emotional Learning etc.	416-7453 davisrj@scsk12.org
Stacey Davis	**Manager Registrar/Enrollment** Student Enrollment, Transfers & Tuition etc.	416-7473 daviss2@scsk12.org
Dr. Constance Certion	**Manager of Counseling Services (High School)**	416-4369 certioncb@scsk12.org
Dr. Rhonda Hill	**Manager of Counseling Services (K-8)**	416-6348 hillre@scsk12.org
Dr. Sherenda Moss	**Manager of Counseling Services (K-8)** Counseling supports, Naviance Compliance, Transcript Monitoring, Scheduling and On-Track for Graduation Monitoring	416-4376 mosssl@scsk12.org
Dr. Randy McPherson	**Manager Behavior Support/Student Leadership** RTI2-Behavior, School Culture & Climate, Behavior Support Specialists	416-6344 mcphersonra@scsk12.org
Dr. David Wilkins	**Sr. Manager Mental Health** Student Mental Health Supports, threat assessments, A&D Counseling	416-7769 wilkinsd@scsk12.org
Thomasena Stuckett	**Manager of Truancy & Homebound Schooling** Homebound Instruction/Teacher Evaluations, Mental Health Facility Reimbursements, Districtwide PD Planning/Events, Truancy etc.	416-0539 stucketttd@scsk12.org
Dr. Kimberly Baker	**Sr. Advisor:** Attendance Reconciliation Initiatives/Training, Civil Rights Data, Collection, Parent-Student Handbook Updates	416-7394 bakerkd@scsk12.org
Dr. Karen Ball-Johnson	**Sr. Advisor:** Homeless Student & Foster Care Enrollment, & Foster Care Review Board	416-7393 ballkf@scsk12.org
Dr. Alvin Harris	**Sr. Advisor:** Bullying, Cyber-bullying, Harassment and Intimidation	416-7391 harrisae1@scsk12.org
Jason Harris	**Sr. Advisor:** Custody, Foreign Exchange Students, Victim of Violent Crimes Reporting Individual Exemptions from Standardized Dress Code/Uniform	416-7735 harrisjk@scsk12.org
Kelvin Hart	**Sr. Advisor:** Classroom Management, Restorative Practices Training, CTE visits, Student Centered Initiatives	416-1766 hartkb@scsk12.org
Lisa Miller	**Sr. Advisor:** 504 Guidelines, Training/Grievances, ACEs, TITLE IX investigations & LGBTQ rights	416-7570 millerls@scsk12.org
Jamison Morris	**Sr. Advisor:** Homeschooling/TN Virtual Schooling, Release from Compulsory Attendance, Custody	416-7740 morrisjd@scsk12.org

NOTE: *All schools are required to implement and review their Chronic Absenteeism plan monthly. Please complete the template below and share your plan's status with appropriate staff and stakeholders (i.e., ILD, District Admin, school staff etc.).*

Date:

School's Name	Chronic Absenteeism AMO (Annual Measurable Objectives)	Current Attendance Rate	Current Absenteeism Rate	Current Truancy Rate	# of SART Mtg. Held

Strategies & Incentives	WHAT	HOW	WHEN	WHY	WHO
Example:	*20 Day Data Review*	*Chronic absenteeism data team will meet to identify students who have 5 or more suspensions and absences using PowerBi database*	*-Review of data per 20 day period every Wednesday (Jan-Feb)*	*To identify and quickly respond to repeat offenders early and for proactive planning*	*Dr. JB Blocker (assistant principal), Mr. John Jacobs, (Teacher) and Ashley Rolwey (counselor)*
List identified priority students to receive targeted supports	*(may also attach separately)*				

Please click here to access and download the electronic form