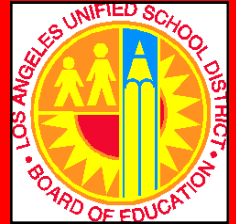




# Pupil Services



December/January 2011-12

## Newsletter

Volume 2, Issue 3

### What's New?

Thank you to all those who contributed to our previous [Pupil Services Unit Newsletter](#). Please continue to provide us with pictures, quotes, feedback or suggestions for a future edition by email to Nicole Mitchell at [nkm2268@lausd.net](mailto:nkm2268@lausd.net) or Yvette Zavala at [yvette.zavala@lausd.net](mailto:yvette.zavala@lausd.net) by the second Friday of the month. Please note that content submitted may be edited or altered.

Congratulations to Olga Duran who has accepted the position of Assistant Principal at Garfield SH in LD 5. Olga has been a tremendous asset to Pupil Services and we wish her the best of luck in her new position.

The [School Report Card for 2010-11](#) has information on student and staff attendance. Please make sure you have reviewed your school's report card and have included it as part of your assessment and tiered intervention program at your school site.

See [page 2](#) for information regarding online high school credit recovery through City of Angeles Virtual Academy (COAVA).

See [page 3-4](#) a Special Edition on the "Attendance Improvement Program".

Remember to recognize students and families who have good/improved attendance. For some positive examples, go to [www.pupilservices.com](http://www.pupilservices.com), go to Educators tab, Log In to Pupil Services with user name and password to find Positive Attendance letters.

### Director's Desk

December is an important school month. It is during this month that we look at the data more closely to find the trends for our lowest attendance rates. We can use this information to target our students and create a specific plan to ensure an increase in the attendance rates.

I encourage all schools to implement specific strategies such as announcements and reminders to ensure that students and families are not taking early vacations or staying at home due to the cold or rainy weather. It is also important to remind students and their families what date they are expected to return to school.

With all the hard work that you put into this month be sure to replenish yourself before starting the new year, 2012. I can't thank you enough for all the hard work that you do at your school/office. Have a safe and happy holiday season.

-Debra Duardo, Director

### Attendance Highlights: Homeless Education Program

**A Day of Giving:** Operation School Bell on Wheels and Universal Studios partnered to provide 150 homeless students from 17 schools with a day to remember- November 10, 2011. Students received clothing, shoes, hygiene kits and books in addition to snacks, face painting, and visits by Curious George, Woody and Winnie Woodpecker, and Dora the Explorer. All of this happened before they even entered the amusement park. Front of the line passes and a complimentary lunch awaited them before they enjoyed access to 3 hours of the park's rides and attractions. Thank you to Universal Studios, Operation School Bell on Wheels, and all school staff who made possible this once in a lifetime experience.



**Sponsor A Family 2011:** The Homeless Education Program (HEP) is organizing its annual Sponsor A Family Program, in which individuals or companies are matched with a family in transition. Currently, there are over 16,000 identified homeless students within LAUSD boundaries. The definition of homeless extends far beyond not having a place to live and oftentimes makes it difficult for families to self-identify and seek the assistance they may need. The holiday season

#### Soles4Soles and Sketchers

On December 15<sup>th</sup>, Soles4Soles will partner with Sketchers to provide the entire student body (426 students) of Cabrillo Elementary with shoes, uniforms, and backpacks. This amazing gift is made possible through the generosity of those who believe that no child should be without the basic resources needed to feel ready to participate in school and be successful.

Thank you Soles4Soles and Sketchers!!

is especially difficult and stressful for many families lacking the basics of food, shelter, and clothing. By reaching out, sponsors are able to make a lasting difference and bring magic to the holiday season. Families receiving gifts through the program are carefully screened and once accepted are asked for their wishlist items. Sponsors agree to provide 1-2 toys per child, an article of clothing per family member, a household item, and a gift card for a holiday meal. All donations are targeted for delivery to the HEP by December 2, 2011. Families remain anonymous with program staff facilitating delivery of the gifts over the next few weeks. Sponsors receive a personal thank you note from the

family for their act of giving. The holiday season often times provides a moment of reflection and the opportunity to give something back. In today's economy, many families struggle to meet their daily needs. The goal of the Sponsor A Family Program is to bring the joy and happiness of the holiday season to a family in need, reminding them that others care and a helping hand is never far away.

### Bright Ideas



Setting a positive school culture is important. It provides a safe and welcoming environment for all staff, students and parents. Parent centers and school volunteers can be involved for extra support. Here are a few ways to enhance overall attendance for students in all band levels:

\*Assemblies / Certificates- Recognize students for being in school / on time for X amount of days. Every student has a strength!

\*PA system- Announce one student's name each day and thank him/her for being on time. This can also remind teachers to take attendance in a timely manner.

\*Postcard- Mail a postcard to the family or send one home with the student. The student will know that he is being recognized and want to share it to his/her family.

\*Phone call- Call home and say, "I am calling to thank you for bringing your child to school on time". This is a great way to engage and welcome parents to the school.

Share ways on how you communicate with your parents and students to promote a positive school environment. Send to Nicole Mitchell or Yvette Zavala. Your bright ideas will be featured in a future newsletter.

Have you completed the [Attendance Activities for Months 3 and 4](#) on page 68 of your Attendance Policy and Procedures Manual?

\* Blue text is hyperlinked. To see linked pages, click on the text and the linked page will appear.

## Pupil Services Website

Pupil Services is extremely proud to announce a new portion of the Pupil Services website dedicated to the Pupil Services Counselor. The website is now up and running. The page can be accessed by visiting <http://pupilservices.lausd.net>, hovering on "EDUCATORS" and clicking on "PUPIL SERVICES LOG IN". Counselors can log in with their single sign on information, just like signing into email.

The goal is to create a page that is not only informative, but also provides immediate access to useful forms, power points, data, bulletins and resources to counselors. The page will remain a work in progress, and will be updated on a regular basis. Plans for the page include highlighting projects or events being conducted by Pupil Services Counselors throughout the district. If you have an event that can be highlighted, including pictures please let us know.

The Pupil Services Website also already has many features that are accessible to all counselors and LAUSD staff such as the Calendar, What's New in Pupil Services, Resources for students, parents and educators, Program information, Attendance Information and relevant links to other websites.

Pupil Services welcomes any input or suggestions you may have for the website. Please send any information, questions or suggestions to [nancy.gutierrez@lausd.net](mailto:nancy.gutierrez@lausd.net).

## City of Angeles Virtual Academy (COAVA) High School Credit Recovery

City of Angeles Virtual Academy (COAVA) is the Los Angeles Unified School District (LAUSD) online school, which offers students an alternative learning model and in-person independent study support, as needed. COAVA uses locally designed, course/grade specific, standards-based, textbook aligned and supported, highly interactive curriculum to support high school credit recovery. For additional information, see [FAQ](#) on the COAVA website.

### Fall 2011 Enrollment:

- 9<sup>th</sup> and 10<sup>th</sup> graders can still enroll

### Spring 2012 Enrollment:

- All high school students can enroll starting on/near Feb 6<sup>th</sup>
- 11<sup>th</sup> and 12<sup>th</sup> grade students must enroll before deadline approximately 3 weeks after enrollment opens.
- Full-time enrolled students can be issued Netbook computers and take Honors and AP courses, as well as, other LAUSD curriculum.

\*Note there is a one class per semester (5 credits) limit and the student must enroll through their high school counselor.

## Truancy Automation

- 12/05- **School staff** generates ISIS Initial Evaluation List
- 12/16- **School staff** clears absences
- 01/09 **Central Office** generates Final Report
- 01/10- **Central Office** mails Truancy Letters

## Upcoming Dates

- Winter Break **Dec 19 - Jan 6, 2012**
- Grad Van at the Hillery T. Broadous Community Centennial - **Jan 7**
- APSAC meeting - **Jan 11**
- Martin Luther King Jr. Day - **Jan 16**



## PSA Checklist

- Address Holiday absences
- Address high absences during inclement weather
- Connect with community resources for incentives/ donations
- Provide additional incentives to increase attendance
- Acknowledge families with improved and good attendance
- Utilize Blackboard Connect (formerly Connect-Ed) as a reminder to families to return after winter break
- Ensure teachers are submitting correct attendance for each class/period on ISIS
- Update/share school attendance data

## Intern Training – School Attendance Review Board (SARB)

On Wednesday, November 9, 2011, a total of 54 PSA Interns along with 27 School Mental Health Interns participated in our annual SARB Intern Training. SARB Chairpersons, Edith Miller, LD 2 and Lissette Gomez-Solano, LD 5 provided an informative training which included new laws, quizzes, and a mock SARB panel. This training was a great success. Look for this information posted on [www.pupilservices.net](http://www.pupilservices.net).



Coming soon a new SARB webpage.

PSA/SMH interns during the SARB training

## Quote of the Month

**If your actions inspire others to dream more, learn more, do more and become more, you are a leader.**

**John Quincy Adams**

## APSAC

Become a member of the Association of Pupil Services and Attendance Counselors (APSAC) and receive the following:

- 20% discount on APSAC Sponsored Professional Developments
- Scholarships for students you serve
- Networking Opportunities
- APSAC sponsored events, projects or conference attendance
- Increase visibility of Pupil Services Branch
- APSAC.NET website

Next APSAC meeting will be held on Wednesday, January 11th at 12:00pm. Location TBD. More information to follow.

## Kudos!

At Wilson High School in LD5, *AIP Counselor* Cecilia Joseph-Palencia and *PSA Counselor* Veronica Navarro are collaborating to improve student attendance. Beginning in September, they made presentations to teachers regarding their responsibility and the importance of taking accurate attendance. Since then, Cecilia has been visiting the 9th grade classrooms to teach students the core concepts of attendance and the 96% or better attendance expectation. Veronica has been providing ongoing school-wide presentations to teach the core attendance concepts and expectations to all students.

Cecilia and Veronica were instrumental in helping the school nurse follow-up with TDAP clearances. Wilson High School is proud to report 100% compliance with TDAP, thanks to their relentless efforts.

Cecilia and Veronica continue to work together by making ongoing classroom presentations on a weekly basis and on student attendance recognition projects such as bulletin board displays, lunch line fast passes and school dance ticket raffles. The counselors also analyzed December 2010 attendance data and determined that Fridays held the highest absence days. Veronica and Cecilia intervened by taking 140 students to the Aquarium of the Pacific on Friday, Dec. 9th.

*Kudos to Cecilia and Veronica for their collaboration and bright ideas that work at Wilson HS.*





# Pupil Services *Special Edition* Attendance Improvement Program

## Background

Last school year, the Superintendent’s Performance Meter defined attendance achievement (96% or higher) and set annual improvement targets for our district. Our data analysis resulted in an increased awareness of the disparities in 96% or higher attendance achievement by grade level. **Kindergarten** and **Grade 9** were found to have significantly lower rates of students attending at 96% or higher. In fact, only about 55% of Kindergarteners and 62% of our ninth graders were attending at that rate district-wide. We know that these are critical transition years and that strategic, focused support is essential to student attendance improvement.

Superintendent Deasy and Deputy Superintendent Aquino approved 46 Attendance Improvement Counselor positions and a strategic plan to serve and support the schools with the lowest rates of Proficient/Advanced Attendance (96% or higher) in Kindergarten or Grade 9 during the 2010-11 school year. Every month, Pupil Services analyzes and shares student attendance data with our Superintendent, Executive Cabinet, and Local Districts.

## Program Goals

- ✓ Support the implementation of a comprehensive, viable Attendance and Dropout Prevention plan
- ✓ Increase awareness of attendance expectations and Performance Meter Goals
- ✓ Increase use of prevention and intervention programs to improve student attendance school-wide (incentive programs, community partnerships, parent support)
- ✓ Have at least a 5% increase in the percentage of students attending at 96% or better in the targeted grade level

## Mission and Purpose

The Attendance Improvement Program will support schools in achieving attendance improvement targets in kindergarten and ninth grade. Increasing student attendance is a top priority and a critical factor to improve academic achievement.

We are committed to engaging parents, students, school staff, and community members toward a common vision of graduation for all students.

The Attendance Improvement Program provides focused support for students in Kindergarten and Grade 9 at select elementary and senior high schools throughout the district. Using the 2010-11 year end attendance data, all schools in Local Districts 1-8 were ranked by rates of Proficient/Advanced Attendance in Kindergarten or Grade 9. Attendance Improvement Counselors (AIC) were assigned to [25 senior high schools and 52 elementary schools](#) with the lowest rates, those most in-need of attendance improvement at the targeted grade level.

## Teaching Excellent Attendance Habits

Attendance Improvement Counselors (AICs) are working in selected schools throughout the district to teach and promote positive school attendance habits. Teaching and reinforcing clear, positive expectations for attendance is an essential part of our work. Using the RtI model, staff in the Attendance Improvement Program provide universal supports to all students in the targeted grade level, with the goal of increasing the percentage of students achieving Proficient/Advanced (96% or higher) attendance.

There is strong evidence that students who maintain at least a 96% attendance rate, having 7 or fewer absences during the school year, are more likely to achieve at or above grade level and are far less likely to fall behind academically. We also know that our Grade 9 students who miss no more than 7 days have a far greater chance of promoting to Grade 10 and staying on track to graduate on-time in four years.

Attendance Improvement Counselors are also tracking and sharing school attendance data with all stakeholders monthly. [Click here to view a sample of our school attendance data profiles](#). AICs have assessed their schools’ attendance improvement strengths and needs and developed school-specific [Attendance Improvement Implementation plans](#). AICs have received training on using [MyData to track student attendance trends](#) and providing strategic support for students in the five attendance bands.

Check out our page on the [Pupil Services Website...](#)

Proficient	Advanced
96–99%	100%
0–7 absences	0 absences

More likely to achieve at grade level and graduate

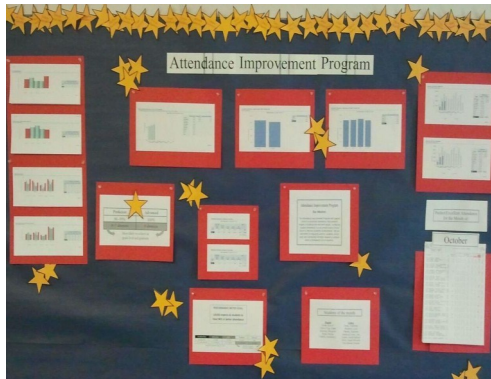
\* Blue text is hyperlinked. To see linked pages, click on the text and the linked page will appear.

# Teaching and Tracking Excellent Attendance

**Attendance Improvement Counselor (AIC) Michael McClure** has a variety of strategies to teach and reinforce clear, positive expectations for attendance among kindergarten students at Russell Elementary School in Local District 7. **Russell Elementary School** was identified for support because last year, only 41.13% of kindergarten students achieved 96% or higher attendance. Mr. McClure's goal is to increase the Proficient/Advanced (96% or higher) attendance for this year's kindergarteners by 5%, to 46.13%. Mr. McClure maintains an Attendance Information Board, as well as student and staff attendance recognition programs. His efforts seem to be paying off. So far, **74.26% of Russell Elementary's 136 kindergarteners have maintained a 96% or higher attendance rate.** This means that over 100 students have no more than 1 absence from school so far this year! It should also be noted that Russell Elementary School's Attendance Submittal in October was **100%**!



Last school year, only 56.04% of the ninth graders at Sylmar High School achieved a 96% or higher attendance rate. **Attendance Improvement Counselor Ligia Bobadilla's** goal is to increase this rate to at least 61.04%. Ms. Bobadilla teaches and reinforces clear, positive expectations for ninth grade student attendance through individual recognition, as well as competition between classrooms and the two ninth grade houses. She makes regular PA announcements to share attendance data and displays classroom attendance percentages in the office.



Ms. Bobadilla conducts a monthly raffle to award the top 3 classes with prizes from community donations. At the end of each semester, she rewards for top class with a pizza party. Progress for her classroom competitions is also promoted on a bulletin board she maintains in the office.

Students receive perfect and most improved attendance recognition with certificates at each grading period. Ms. Bobadilla uses daily attendance checks with her repeating ninth grades to increase attendance and classroom involvement. She also uses the daily attendance check sheets for a weekly raffle for these students.

Ms. Bobadilla also conducts regular classroom visits to promote the goal of 96% or higher (Proficient/Advanced) attendance. Her early intervention efforts include using the attendance bands available in MyData to target students for bi-monthly small group meetings to discuss and promote daily attendance.

Ms. Bobadilla reaches out to parents by sending a letter once their student has 3 absences. A request for a meeting with the parent is made once the student reaches 6 absences.

So far this school year, **72.84% of the ninth graders at Sylmar have maintained a 96% or higher attendance rate!**

*Sylmar's Period Attendance Submittal rate in October was 99.96%.*

**So far this school year, 75 of the 77 Attendance Improvement Program schools are exceeding their year-end attendance improvement goal.**

Kindergarten and Grade 9 District-wide Attendance Data			
through October, 2011			
Grade	Percent of Students with 96% or higher Attendance	Number of Students with 96% or higher Attendance	Number Enrolled
Kindergarten	69.82%	33,669	48,220
Grade 9	72.55%	38,396	52,927

Attendance Improvement Program -Central and Local District Contacts-		
Erika Torres, PSA Coordinator (213) 241-2620		
Local District	Lead Counselor	Telephone
1	Alicia Garoupa	(818) 654-3657
2	Linet Danoukh	(818) 252-5429
3	Angela Garcia	(310) 914-2116
4	Erin Campbell	(213) 241-0131
5	Asia Dove	(323) 224-3100
6	Francis Fernandez	(323) 568-8553
7	Nisha Narsai	(323) 242-1355
8	Michelle Castelo	(310) 354-3226

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