



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

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To: Principals

Date: October 15, 2020

Re: Student Attendance, School Readiness, and Return to School-Phase 2

A. Student Attendance: Reaching the Unreachable Students

According to recent data collected on October 1st, 46.8% of our students District-wide are chronically absent, and 15.2% of students are at-risk, totaling 62% (see [Attendance Snapshot Update as of 10.1.2020](#)).

As such, we must coordinate our efforts at the classroom, building, and district levels. Please review and implement the action steps detailed below.

Classroom Level Actions

Teachers must document all attempts to communicate with families in the “Phone Journal” in eSchool

- ✓ Utilize monitoring of C19 Student Screening Questionnaire as an avenue to connect with homes and update family contact information
- ✓ Ask other students in the class about the absent student’s whereabouts “Each one, reach one.” Identify the friends and classmates of the students you want to contact and ask them to reach out to the students you are not in touch with using the phone, social media, or online games such as Xbox. This can be particularly helpful for secondary students.
- ✓ Use Remind to call or text student’s home
- ✓ Check with student’s other teachers, former teacher, or siblings
- ✓ Check with the school nurse for emergency contacts from the blue card
- ✓ Offer to hold virtual meetings with family members through Google Meet or other online services

If you have made contact with the family, make clear how you will be communicating with the families moving forward such as:

- For Student with access to technology for online learning, contact family through Schoology and Remind
- For Students with printed materials that do not have access to technology contacted periodically through Remind calls and messaging.

If you have exhausted all of the above and have NOT made contact with the family, notify your Building Principal/Assistant Principal

Building Level Actions

- ☐ **Run excessive absence reports and attendance not taken reports.** Instructions to run these reports are located [here](#). Aggressive monitoring of attendance, whether remote or in-person, will enable staff members to position students to benefit from distance/hybrid learning with the appropriate digital and

As a unified community, the East Ramapo Central School District is committed to educating the whole child by providing a healthy, safe, supportive, engaging and challenging learning environment.

analog materials. It is the expectation that buildings continue to have their designated staff member routinely run said reports and take the necessary actions to ensure attendance is recorded in eSchool with fidelity.

- ☐ **Guidance Counselors document all attempts to communicate with families** in the “Guidance Journal” in eSchool.
- ☐ **Maintain current contact information.** Encourage families to utilize Parent and Student Portal. Update eSchool with changes to family contact information.
- ☐ **Employ strategies to locate students and families.** The strategies below provide options to help you locate students and families who have not been in touch with your school or district during COVID-19. When reaching out, keep in mind that the reason for making contact is to express your concern for the safety and well-being of each student and family:
 - ☐ Divide the list of students who have not been contacted among school staff and assign student names to each staff person.
 - ☐ Each staff person can reach out to students and families using all available modes of communication, such as email, phone, text message and Remind. Try using these methods at different times of the day and on different days of the week.
 - ☐ Send a certified letter expressing concern for the student’s lack of attendance
 - ☐ Keep written communications short and use simple language so they can be understood by readers with a low literacy level. Consider using bullets next to the most important messages so readers can skim the text. Translate messages into the students' home language.
 - ☐ Hold virtual meetings with family members.
 - ☐ Identify school staff members who have a relationship with the “unreachable” students, or who might know other people who might be in touch with them. Staff members with this relationship could be teachers, coaches, non-profit partners or other school staff in the building.
 - ☐ Use the emergency contact listed on the student’s “emergency card”. Contact information should be documented and updated in eSchool throughout the year.
 - ☐ Have all staff (including secretaries, counselors, etc.) maintain one-on-one contact with assigned students. Ask each staff person to contact their “mentees” weekly to see how they are doing. These relationships can help to identify students who suddenly lose contact. These relationships might also help to ensure other students are less likely to go missing without someone at the school knowing.

If you have made contact with the family, make clear how you will be communicating with the families moving forward such as:

- For Student with access to technology for online learning, contact family through Schoology and Remind
- For Students with printed materials that do not have access to technology contacted periodically through Remind calls and messaging.

If you have exhausted at least 3-4 of the above strategies and have NOT made contact with the family, complete this [form](#) to submit to the district.

The District will conduct further investigations and explore alternative methods of reaching the “unreachable” students and families.

B. School Readiness

In preparation for receiving students, attention should be given to the following areas:

1. Physical Space: Is the building a welcoming environment (i.e. physical appearance of building, bulletin boards, welcome back messages)?
2. Cleanliness of Building: Is the building ready to receive students for in-person instruction [i.e. bathrooms cleaned and stocked with soap and toilet paper, all PE spaces available for effective instruction, PPE (desk shields, hand sanitizers)]?
3. Student Materials: Do students have all necessary materials for instruction?
4. Teacher Instructional Materials: Do teachers have all necessary resources for instruction?
5. Staffing: Does the school have all bona fide vacancies filled?

C. Return to School-Phase 2

The District has extended Phase 1 to end on October 23rd, and Phase 2 will begin on October 26th with Cohort C, AA, ABC returning to the building for in-person learning. Cohort dates are reflected in both eSchool and the District online calendar. Please know that it remains a District-wide expectation that all students are provided the academic and social-emotional support essential to their continued development, instruction Monday through Friday (M-F), with Friday being fully synchronous, that is, teachers and students follow their instructional schedule M-F.

COHORTS A, B, C, & D

PHASE	GRADES	DATES OF COHORT IN-PERSON INSTRUCTION:			Cohort D
		Cohort A	Cohort B	Cohort C	
Phase 1 (SEPTEMBER 14- OCTOBER 9)	K-12	Remote Instruction	Remote Instruction	Remote Instruction	100% At-Home Remote Instruction (Virtual Learning)
Phase 2 (OCTOBER 13- OCTOBER 26 OCTOBER 30)	K, 1, 4, 7 & 9	10/13, 10/14, 10/15	10/19, 10/20, 10/21, 10/22	10/26, 10/27, 10/28, 10/29	
Phase 3 (NOVEMBER 2- NOVEMBER 20)	2, 5, 8, & 10 and K, 1, 4, 7 & 9	11/02, 11/04, 11/05	11/09, 11/10, 11/12	11/16, 11/17, 11/18, 11/19	
Phase 4 (Beginning NOVEMBER 23)	K-12	11/23, 11/24, 11/25 12/14, 12/15, 12/16, 12/17 1/11, 1/12, 1/13, 1/14	11/30, 12/01, 12/02, 12/03 12/21, 12/22, 12/23 1/19, 1/20, 1/21	12/07, 12/08, 12/09, 12/10 1/04, 1/05, 1/06, 1/07 1/25, 1/26, 1/27, 1/28	

COHORTS AA & BB

PHASE	GRADES	DATES OF COHORT IN-PERSON INSTRUCTION:	
		Cohort AA	Cohort BB
Phase 1 (SEPTEMBER 14- OCTOBER 9)	K-12	Remote Instruction	Remote Instruction
Phase 2 (OCTOBER 13 - OCTOBER 26- OCTOBER 30)	K, 1, 4, 7 & 9	10/13, 10/14, 10/15 10/26, 10/27, 10/28, 10/29	10/19, 10/20, 10/21, 10/22
Phase 3 (NOVEMBER 2- NOVEMBER 20)	2, 5, 8, & 10 and K, 1, 4, 7 & 9	11/09, 11/10, 11/12	11/02, 11/04, 11/05 11/16, 11/17, 11/18, 11/19
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NOTE: In the event of increased risk of the spread of COVID-19 in our community, the District may delay moving to a phase or may return to a 100% remote learning model during any phase.

COHORT ABC

PHASE	GRADES	DATES OF COHORT IN-PERSON INSTRUCTION:
		Cohort ABC
(SEPTEMBER 14-15)	All Special Education programs Kindergarten- 12th	Remote Instruction
Phase 1 (SEPTEMBER 16- OCTOBER 9)	<i>Specialized Programs</i> Kindergarten-Grade 8: 8:1:2, 12:1:2, 12:1:1, 12:1:4 Kindergarten-Grade 3: 15:1 Grade 9-12: 12:1:2 SVHS Only	Monday - Thursday Every Week
Phase 2 (OCTOBER 13 OCTOBER 26)	<i>Specialized Programs</i> Kindergarten-Grade 8: 8:1:2, 12:1:2, 12:1:1, 12:1:4 Kindergarten-Grade 3: 15:1 Grade 9-12: 12:1:2 SVHS and RHS	Monday - Friday Every Week
	<i>Specialized Programs</i> 4th-Grade 8 15:1	Monday-Friday Every other week

NOTE: In the event of increased risk of the spread of COVID-19 in our community, the District may delay moving to a phase or may return to a 100% remote learning model during any phase.

Thank you for your cooperation.