

EVERY DAY MATTERS

Ichabod Crane Central School District's Plan for Attendance and Engagement Support

Too many absences — excused or unexcused —
can keep students from succeeding in school and in life



BE PRESENT, BE POWERFUL

GOOD SCHOOL ATTENDANCE MEANS ...



**PRIMARY
SCHOOLERS:**

read well by
end of 3rd
grade



**MIDDLE
SCHOOLERS:**

pass
important
classes



**HIGH
SCHOOLERS:**

stay on
track for
graduation



**COLLEGE
STUDENTS:**

earn their
degrees



**EMPLOYEES/
WORKERS:**

succeed in
their jobs

Visit the **EVERY DAY MATTERS** page on our website
for more resources and information

www.ichabodcrane.org/district/every-day-matters/



#ICCEVERYDAYMATTERS #RIDERPRIDE #ICHABODCARES



**As an Ichabod Crane
community, we all
play a role in helping
students show up
every day**



Here's How You Can Make a Difference:

- ✓ **Build the Habit of Good Attendance Early:** Regular attendance helps kids feel confident and connected in school. Build the habit early — starting in preschool — so they learn that showing up on time, every day, matters! Help us spread the word!
- ✓ **Ask for Help and Support:** If a student is feeling anxious about school, don't hesitate to reach out. We encourage parents/guardians to connect with our staff (teachers, school counselors, psychologists, in-district social workers, etc.), classmates, older students, family and friends for guidance and support. *Together, we can help every student feel comfortable, confident and excited to learn!*
- ✓ **Help Our Middle/High Schoolers Stay Engaged:** Check in with the Middle and High School students in your life: *do they feel engaged in their classes and safe from bullies and other issues?* Encourage them to join meaningful extracurricular activities, such as sports, the arts, clubs, volunteering opportunities, internships and student council.

Let's Show Them:

EVERY DAY MATTERS



EVERY DAY MATTERS



Ichabod Crane Central School District's
Plan for Attendance and Engagement Support

Routines that ROCK!



Maintaining consistent morning and evening routines is a great way to support every student's attendance and education!

Visit the [Every Day Matters](#) page on our website to explore new resources — including a step-by-step activity to create individualized morning and evening routines



#ICCEVERYDAYMATTERS #RIDERPRIDE #ICHABODCARES



EVERY DAY MATTERS

Ichabod Crane Central School District's
Plan for Attendance and Engagement Support

Create Routines that Rock!

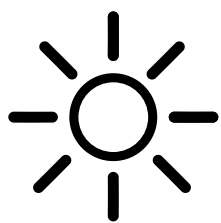
We encourage students and families across grades K–12 to create routines that work for them. Get creative by following the steps below or keep it simple with a to-do list written on paper or saved digitally. Establishing a routine can help students feel prepared, confident and ready to learn each and every day!

- **Gather materials (paper/poster board, markers, tape, stickers, etc.)**
- **Brainstorm 3–5 morning and evening tasks that will help students get ready for school. Write them down on a piece of paper.**
- **Create a fun title for the routine chart on poster board or paper. Decide whether to create two separate routines (morning and evening) or one chart that includes both.**
- **Draw three columns: a small column on the left, a larger column in the middle and a small column on the right. Label them:**
 - Left = To Do
 - Middle = Your Tasks
 - Right = Done!
- **If available, use Velcro to create movable trackers that start in the “To Do” column and can be moved to “Done!” once a task is completed. Families can also use Post-it notes or simply draw checkboxes to mark progress.**
- **Hang the chart where it is visible to all & celebrate when tasks are completed!**
- ***Parents/Caregivers Reflection:* What must I do to be available to help my child get to school on time?**



Remember: Routines don't have to be complicated. A simple to-do list — written on paper or saved digitally — can be just as effective.

Morning Routine Ideas



Wake Up & Personal Care

- Turn off alarm
- Use the bathroom
- Take shower/bath
- Brush teeth
- Wash face
- Brush hair
- Get dressed
- Make your bed

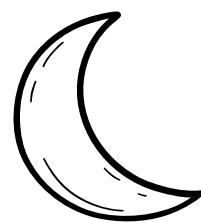
Breakfast & Final Prep:

- Eat a healthy breakfast
- Take any necessary medications
- Fill water bottle and finish packing breakfast/lunch → put in your backpack
- Pack bookbag (if needed)

Before Leaving:

- Check your backpack: does it have everything needed for the day? *Homework? Lunch? Water bottle? Sports gear? Instruments? Library books?*
- Leave on time → make sure your student knows their school's official start time, available on the district website

Bedtime/Evening Ideas



Get ready for tomorrow

- Pack your backpack (homework, folders, books, etc.)
- Lay out clothes for the next day
- Put shoes, coat and bookbag in a designated spot used daily
- Fill water bottle, pick out breakfast and lunch items

Personal Care

- Take a bath/shower
- Brush teeth & wash face, etc.
- Put on pajamas
- Take any necessary medications

Wind Down

- Tidy your room for 5 minutes
- Choose a bedtime book or quiet activity, such as journaling and meditating
- Set alarm

Sleep Routine

- Say goodnight
- Complete quiet nighttime activity
- Turn out lights at a consistent bedtime
- Double-check that alarm is set