**Monroe County School District Attendance Initiative, Action Plan, and Timeline for 2017-2018**

**Action Plan – May 2017**

May, 2107

### Strategic Objective #2

### The Monroe County Schools will produce globally competitive students and outstanding citizens.

**Goal Area 2.1**

**Improve attendance rates as measured by Average Daily Attendance, Chronic Absenteeism Rates, and students with a 95% attendance rate or higher.**

**Administrators Responsible:** Michael Henriquez (MCSD, Director of Alternative Education)

| **#** | **Action Step** | **Assigned to:** | **Starting Date:** | **Due Date:** | **Rationale/Research** |
| --- | --- | --- | --- | --- | --- |
| 1 | Establish a District Attendance Team to determine what attendance and absenteeism elements will be tracked and develop **draft goals**. | Director of Alternative Education and District Attendance Team Members | May 2017 | May, 2017 –June 2017 | **Establishing district and school attendance goals** and sharing with all stakeholders (staff, students, families, community partners) is a best practice. |
| 2 | District and School leadership teams will examine the data provided in the **Chronic Absenteeism (RCA) Report Monroe** to identify common student barriers at both the school and district levels. | Executive Leadership Team, Director of Alternative Education and Principals | May 2017 | May, 2017 –June 2017 | Using the data provided in the report to **identify common student barriers** is a first step towards improving attendance and reducing chronic absenteeism in your school. |
| 3 | District and School leadership teams will identify and develop interventions to address student needs based on the **Chronic Absenteeism (RCA) Report Monroe** and what resources are currently available in schools and the district. | Executive Leadership Team, Director of Alternative Education, and Principals, school leadership teams | May 2017 | May, 2017 – August 2017 | Accurately **matching interventions to student need** is essential to efficiently utilize resources and improve outcomes. |
| 4 | MCSD implemented **social-emotional curriculum** district wide Second Step (K-8) and Project Wisdom (9-12) starting in 2014. All district schools provide this curriculum to all students. | DAPPS committee | August 2015 | Complete | Implement a social-emotional curriculum and supports district and school-wide. |
| 5 | Share the results of the **Needs Assessment** conducted in March on **attendance interventions** with district and school leaders and district attendance team. | Director of Alternative Education, Principals, and District Attendance Team | May 2017 | May 2017 | Using the data from the NA helps both the district and schools **identify what attendance interventions** currently exist to support student needs. Also, what attendance interventions do not exist at district schools. |
| 6 | Review and revise **policies and procedures related to school attendance and procedures that may inadvertently** impact school attendance. i.e. tardies, make-up work, unexcused absences, parent notes, Saturday School procedures, Student Handbook, District Code of conduct, Student Pupil Progression Plan, Grading Practices related to absences, etc… | Director of Alternative Education, Safe Schools Coordinator, Principals, and school leadership teams | May 2017 | October 2017 | Based on the MCSD RCA survey results **examining current policies/practices** to identify those that may inadvertently interfere with student attendance and achievement was recommended. |
| 8 | Based on recommendations from the RCA survey results, determine what **mental health resources and supports** are available in all regions of the keys. | CINS/FINS, GCMK, Care Center, Daliana, School Counselors Mtg. | May 2017 | October 2017 | Based on the MCSD RCA survey results **48.6 % of the C.A. students reported Personal Stress** as reasons why they missed school. |
| 9 | Transportation issues. Brainstorming ideas, for carpools, if students miss the bus. | Director of Transportation, Coordinator of Alternative Education | May 2017 | July 2017 | Based on the MCSD RCA survey results 61.4 % of the Chronic Absentee students reported **Transportation** as reasons why they missed school. |
| 10 | Review current discipline and consequence matrix for various infractions- to examine severity/days missed due to discipline. | District Safety Coordinator, Coordinator of Alternative Education, and Director of Accountability and Assessment | May 2017 | October 2017 | Restorative Discipline Practices |