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

**Action Plan – Sept. 2017**

September, 2017

### 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.**

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

| **#** | **Action Step** | **Assigned to:** | **Starting Date:** | **Due Date:** | **Status/Recommendations** |
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| 1 | A**nnounce that September is School Attendance Awareness Month.** “Be There Attendance Matters!” will be our theme which ties directly with our MCSD “iBelieve” behavior expectations. | School Board, Superintendent, and the Director of Alternative Education | Sept. 2017 | Sept. 2017 | Based on the MCSD RCA survey results engaging in frequent communication regarding attendance in multiple ways to all stakeholders (school marquees, posters, letters, banners, announcements, etc. was recommended. |
| 2 | Public Service Announcements will be sent via radio, Connect Ed calls, parent portal, and letters to all stakeholders **creating an awareness of the importance of school attendance** and implications associated with chronic absenteeism. This will be done in multiple languages. | Superintendent, PIO, Director of Alternative Education, and Principals | Sept.1, 2017 | Sept. 1, 2017 | Based on the MCSD RCA survey results engaging in frequent communication regarding attendance in multiple ways to all stakeholders (school marquees, posters, letters, banners, announcements, etc. was recommended. |
| 3 | Ensure schools have **established EWS attendance teams** (attendance assistant, counselor, administrator, MTSS personnel, and teachers) to **monitor attendance daily and period by period attendance**. Team sheets will be sent to schools for Principals or designee to complete. | Director of Alternative Education, Principals and Attendance Team Leader | Sept. 2017 | Sept. 15, 2017 | A critical element in reducing both absenteeism and chronic absenteeism is establishing school and district level EWS teams to monitor attendance. |
| 4 | **Establishing School-wide Attendance** **Incentives** to encourage and engage students, parents, educators and community members in the “Be There!” campaign. Offer positive rewards for getting to school on-time and every day on a weekly basis.  **Pizza party for each grade level class that has the highest ADA rate.** | Director of Alternative Education, Principals and Attendance Team Leader, and Teachers | Sept. 2017 | Ongoing | Based on the MCSD RCA survey results Recognition of good and improved attendance (awards ceremonies, certificates, recognition at sporting events, calls to parents, drawings, class/grade-level/school competitions and celebrations, incentives, etc. was recommended. |
| 5 | Ensure **consistent attendance data is entered accurately on a daily basis** for each student electronically period by period. Attendance Monitor will support teachers. | School based EWS Team, Administrators, Teachers, and attendance clerk | Sept. 2017 | Daily | Based on the MCSD RCA survey results **ensuring consistent attendance data collection** and policies/practices across schools and teachers was recommended. |
| 6 | **Teachers will provide a weekly reward** for perfect or improved attendance. | School leadership teams, grade level teams, and individual teachers. | Sept. 2017 | Weekly | Based on the MCSD RCA survey results Recognition of good and improved attendance (awards ceremonies, certificates, recognition at sporting events, calls to parents, drawings, class/grade-level/school competitions and celebrations, incentives, etc. was recommended. |
| 7 | Schools will hold monthly or periodic attendance recognitions. | Director of Alternative Education, Principals and Attendance Team Leader, and Teachers | Sept. 2017 | Monthly | Based on the MCSD RCA survey results Recognition of good and improved attendance (awards ceremonies, certificates, recognition at sporting events, calls to parents, drawings, class/grade-level/school competitions and celebrations, incentives, etc. was recommended. |
| 8 | Both the district and schools will develop attendance incentives and competitions for good attendance.  Attendance team leaders will meet and share best practices. | District Leadership Team, Director of Alternative Education, Principals, SAC members, Attendance Team Leader, and Teachers | Sept. 2017 | Monthly | Recognizing both good and improved attendance on a frequent basis has proven to increase school attendance. |
| 9 | Both the district and schools will develop business and community partners to support or attendance incentives and competitions for good attendance. | District Leadership Teams, Director of Alternative Education, Principals, SAC members, Attendance Team Leader, and Teachers | Sept 2017 | Monthly | Building community awareness and support can aid in school recognition programs for good and improved attendance. |
| 10. | Attendance data will be sent to each school on the threshold and monitoring dates. Data will be used to reward and intervene with students. | Director of Alternative Education and Attendance Leader and Team | Sept. 2017 | Sept. 1, 2017 | Based on EWS research school and district personnel should set dates/time to review students in the early Warning System data, including students with high absentee rates. |
| 11. | Meet with Attendance Team monitors to review truancy process, RCA data, and share best practices. | Director of Alternative Education and Attendance Leader | Sept. 2017 | Sept. 9, 2017 | (See rationale in #12) |
| 12. | Community Based counselors from FKCS and the care center will send representatives to the counselors meeting. The purpose is to review their roles in supporting schools and the referral process. Also, how they can support school counselors in the area of mental health resources, attendance, and improving academics. | Director of Alternative Education, Lead district counselor and supervisors of community counselors from the Care center and Florida Keys Children Shelter. | Sept. 2017 | Sept. 9, 2017 | Based on the MCSD RCA survey results Personal Stress was indicated by 48.5% of the chronically absent students as the reason they missed school. Personal Stress included items that measured perceived levels of stress, depression or sadness, being too “upset” to attend school, or family emergencies that may include death, illness, injury or “drama.” Utilize school mental health supports for common mental health concerns (anxiety, depression, stress, grief, anger management) |