

School Name Charles Flangan HS Date: 01/26/18

School Social Worker Emma Rockensies

School Social Worker Attendance Plan Consultation

Please review the attendance plan for your school on the OSPA site. In the boxes provided, write suggestions of what information should be included to create a comprehensive attendance plan. This collaborative document will be shared with the Principal of the school, signed by the Principal, and returned to the office of School Social Work and Attendance by January 29th.

Section #1: Plan Type

Talk about what kind of school it is, where it is located, percentage of title 1, and average daily attendance rates. Try to describe “where the school is now” with data...please site where you received the data.

Suggestions for your school's plan type:

Our school vision is for each student to engage in a rigorous course of study which will prepare him/her for either post-secondary education or a career path. Students who engage in poor school attendance typically fall behind in academic achievement. Poor academic achievement can contribute to school failure. School's plan to combat chronic absenteeism will include: 1) To monitor attendance via pinnacle grade book. 2) Parent-teacher conference. 3) Refer to guidance/ administration for intervention. 4) Provide parent with attendance resources such as “tips for improving school attendance” and Truancy Intervention Resources. The Goal is to decrease chronic absenteeism and tardiness by 1 percent by the end of the 2018/2019 school year.

Section #2: Purpose of Plan/Projection

This is where you need to be specific with your attendance goals. Describe where the school wants to be, be specific and simply state the changes you want to make.

We suggest that your school make a 1% reduction in absenteeism your goal to impact ADA (average daily attendance). We want to show that we can make an impact.

We suggest you mention a reduction of 1% in chronic absenteeism.

We suggest you mention a reduction of 1% in excessive absences.

Use the SMART guidelines in writing the goal statement.

S – Specific

M – Measurable

A – Attainable/Achievable

R – Results focused

T – Time-bound

Suggestions for your school's purpose of plan:

Our school plan is to prepare students for post-secondary education and/or a career path. Students are at risk of academic failure when they engage in poor school attendance. Additionally these same students may later be at risk for not meeting graduation requirements. By June 1, 2019, Flanagan HS will decrease percentage of students demonstrating chronic absenteeism. Those students with 10% or more days absent will decrease by 1% by the end of the 2018/2019 school year.

Section #3: Strategies to be implemented

We suggest mentioning overall strategies here. Mention that your school will be following the student Code of Conduct for attendance taking and following Attendance Policy 5.5 for guidelines. Attendance will be taken every day and this information will be put into the school database as to excused and unexcused. We suggest you mention that teachers will contact the student's family/guardian after three absences. The school (attendance designee) will engage/call the family at the five day absence notification and attempt to get the attendance agreement signed at this time.

Suggestions for Section #3: Strategies to be implemented:

Unexcused Absences: Will be documented on Pinnacle and unexcused absence by Teacher. If the student gets to 3 unexcused absences—the teacher will refer to the grade administrator and notify the parent. If the student gets to 5 unexcused days—the teacher will notify the grade administrator via DMS and the administrator will contact parent. If student gets to 10 or more unexcused absences—that student will be referred to his administrator who will then ref to the School Social Worker.

Intervention 1: AP will meet with student, contact parent (schedule meeting if necessary) and initiate Tier 1 interventions via RTI.

Intervention 2: An excessive absence letter will be generated and mailed home.

Intervention 3: Consequences will be issued, student will be placed on extracurricular probation- athletic coaches, extracurricular sponsors will be notified via bulletin/email.

Unexcused Absences

Mention utilizing the attendance agreement, Parent Link, School Attendance Committee, The schools attendance number, BTIP conference, and possible graduated interventions that could lead to a court appearance for the parent.

Please make sure you are not the only person responsible for these interventions.

Suggestions for your school's attendance plan about Unexcused Absences:

Unexcused Absences:

1) All unexcused absences will be noted on Pinnacle as unexcused absence by teachers. 2) If student incurs 3 unexcused absence – teacher will notify grade administrator. 3) If student incurs 5 or more unexcused absences—teacher will notify parent and grade administrator. The school can demand MD notes after the 5th unexcused absence, depending on the discretion of the school's administration.

Excessive Excused Absences

Mention utilizing the attendance agreement, Parent Link, School Attendance Committee, The schools attendance number, BTIP conference, and possible graduated interventions that could lead to a court appearance for the parent. Talking to the parent about the importance of making school a priority, no taking vacations during the school year, etc. Assess whether the excused medical absences need a more restrictive intervention.

Please make sure you are not the only person responsible for these interventions.

Suggestions for your school's attendance plan about Excused Absences:

Excessive excused absences

5 or more excused absences in a single month.

Interventions include: Grade administrator and grade guidance counselor will consult with parent. RTI consultation for interventions. Attendance letter noting a "pattern of non-attendance" will be mailed out by the school. Consequences for poor school attendance may include: detention, attendance contract and/or loss of extra-curricular activities on campus.

Tardiness

Mention utilizing the attendance agreement, Walking School Bus, Tardy Letters from the school, BTIP conference, and possible graduated interventions that could lead to a court appearance for the parent. Talk to the parent about the amount of time taken away from instruction and the content that the student is missing by being tardy. Discuss with the parent the non-verbal message that continued tardiness with their child makes toward education.

Please make sure you are not the only person responsible for these interventions.

Suggestions for your school's attendance plan about Tardiness:

Intervention 1: Parent/ Teacher consultation

Intervention 2: RTI consultation

Intervention 3: Attendance contract

Intervention 4: Referral to school social worker

Excessive Early Sign Out

School administration should consider discussing with parents how the early dismissals are becoming excessive and possibly enforces a more restrictive policy for Early Sign Outs. I recommend early sign-outs be addressed on an individual basis and with consideration to the student's education that is being missed, as the number one priority.

Suggestions for your school's attendance plan about Early Sign Out:

Intervention 1: Grade administrator will schedule a meeting with parent(s)/guardian(s) and school social worker.

Intervention 2: RTI consultation. An attendance letter noting "pattern of non-attendance should be mailed.

Intervention 3: Consequences for poor school attendance may include: detention, attendance contract and/or loss of extra-curricular activities on campus.

Pattern of Non-Attendance

Mention utilizing the attendance agreement, Parent Link, School Attendance Committee, The schools attendance number, BTIP conference, and possible graduated interventions that could lead to a court appearance for the parent. Mention to the parent the statistics about how missing 10% of school contributes to your child being behind in their work, confused at school and sometimes behind a whole reading level.

Please make sure you are not the only person responsible for these interventions.

Suggestions for your school's attendance plan about Pattern of Non-Attendance:

Intervention 1: Grade administrator will schedule a meeting with parent(s)/guardian(s) and school social worker.

Intervention 2: RTI consultation. An attendance letter noting "pattern of non-attendance should be mailed.

Intervention 3: Consequences for poor school attendance may include: detention, attendance contract and/or loss of extra-curricular activities on campus.

Chronic Absenteeism

Mention utilizing the attendance agreement, Parent Link, School Attendance Committee, The schools attendance number, BTIP conference, and possible graduated interventions that could lead to a court appearance for the parent. Please make sure you are not the only person responsible for these interventions.

Suggestions for your school's attendance plan about Chronic Absenteeism:

Action Steps will include:

The School will Generate and Act on absenteeism data. Teachers, grade administrators and grade counselors are all responsible for monitoring absenteeism data and refer for appropriate interventions. The school will utilize Parent Link, Attendance Agreements and RTI as interventions to support school attendance.

Intervention 1: Grade administrator will schedule a meeting with parent(s)/ guardian(s) and school social worker.

Intervention 2: RTI consultation. An attendance letter noting "pattern of non-attendance should be mailed.

Intervention 3: Consequences for poor school attendance may include: detention, attendance contract and/or loss of extra-curricular activities on campus. Truancy Intervention Agencies are an additional resource for students and parents.

This Attendance Consultation Plan shall be used to collaborate with The School Social Worker and the School for the Attendance component of the School Improvement Plan (SIP).

School Social Worker Signature

School Principal or SIP designee

Date