

**2014-2015 SCHOOL ATTENDANCE IMPROVEMENT PLAN
PART 1 of 2**

MT. WASHINGTON ELEMENTARY SCHOOL
Terri Lewis, Principal

Name and Title of Person Completing Attendance Improvement Plan:

Name: Terri Lewis

Title: Principal

ATTENDANCE GOAL FOR THE 2014-2015 SCHOOL YEAR _____%

Attendance Information

2013-2014 Attendance Percentage for the year 97.20 %

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
97.85	97.74	97.85	97.37	96.50	96.56	96.83	97.20	97.15	96.67

2012-2013 Attendance Percentage for the year 96.77 %

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
97.91	97.29	96.37	96.73	96.29	95.46	96.45	96.47	97.78	96.67

2011-2012 Attendance Percentage for the year 97.02 %

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
97.64	97.69	96.52	97.21	96.78	96.30	96.89	96.87	97.33	97.26

2010-2011 Attendance Percentage for the year 96.82 %

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
97.86	97.46	97.22	96.17	96.27	95.41	96.29	97.11	97.77	95.03

1. Please provide a brief evaluation of your 2013-2014 School Attendance Improvement Plan - identify successes, strengths, weaknesses and issues that you identified and want to address in the 2014-2015 School Attendance Improvement Plan.

<p>The 2013-2014 plan specifically addressed family vacations as being an issue here at MWES. A minimum of seven families (with multiple children across grade levels) recorded absences for family vacations. Every week our newsletter included a reminder to parents about the importance of school attendance and included our school attendance goal. We did see a small improvement in the number of families taking extended school time. We will continue to address this as an area of concern.</p>
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<p>Our plan last year focused in part on identifying students with chronic absences or tardies. We did a solid job in making immediate contact with our families with some improvements. We will continue to focus on this area of concern.</p>

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ELEMENTARY AND MIDDLE SCHOOL

In support of regular school attendance, the Bullitt County School District has adopted an Attendance/Truancy Prevention Plan. The following general sequence of actions shall take place to address absences/truancy:

Please identify who specifically at your school is responsible for each part of the Attendance/Truancy Prevention Plan?

	Action/Intervention	Name of Staff Member(s)
	Be sure to document all Attendance Interventions in the Attendance Interventions Tab in Infinite Campus. If assistance or direction is needed on how to accomplish that please contact the Pupil Personnel Office.	
	Jill Druien	Name of Staff Member(s)
1.	A call home will be made every day to parents of absent students whose parents have not contacted the school– Parents will get information regarding their child’s absence, the need to provide excuse notes, how to get make-up work, and who to talk to regarding questions the parents might have. Infinite Campus Messenger or Staff Member – Document in Attendance Intervention Tab in Infinite Campus	
	Jill Druien	Name of Staff Member(s)
2.	In response to the first or second <u>unexcused</u> absence, parents/guardians shall receive a personal, direct and documented contact by either the teacher, FRYSC coordinator, Guidance Counselor, Assistant Principal or Principal. This will be a personal call to the student’s parent/guardian to remind the parent of the need to provide excuse notes, information regarding makeup work, and answer any questions the parent may have. If the parent has shared important information regarding the student or the student’s family the information will be shared with appropriate school staff to make sure the student gets the services he or she may need, i.e. Home Hospital etc... Document in Attendance Intervention Tab in Infinite Campus	
	Jill Druien	Name of Staff Member(s)
3.	In response to the third <u>unexcused</u> absence, parents/guardian shall receive formal notification from the school of the student’s status as being truant as defined by Kentucky Revised Statute. (If formal notification is something other than a letter please note.) Letters must be saved on the P Drive and documented on	

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	<p>the Attendance Intervention Tab in Infinite Campus.</p> <p>Referral of the student shall also be made to FRYSC coordinator, Guidance Counselor, District Social Worker, Assistant Principal or the Principal. This shall result in a personal contact with a parent/guardian that may include a home visit to determine the nature of the absences. This contact/visit shall occur between the third and the fourth <u>unexcused</u> absence. (Please give specific details.)</p> <p>Document in the Attendance Intervention Tab in Infinite Campus.</p>	
	Formal notification/letter Jill Druien/Terri Lewis	
	Home Visit Jacey Smothers	
	Other	
		Name of Staff Member(s)
4.	<p>In response to the fourth or fifth unexcused absence an Administrative/Parent Conference shall be conducted by the Principal, Assistant Principal or Guidance Counselor to address the nature of the absences/truancy.</p> <p>Document in the Attendance Intervention Tab in Infinite Campus.</p> <p>Parent Conference will be to determine causes and address issues related to student truancy, referral for appropriate services (social worker, Home Hospital, medical plan, special education, etc...) and to explain the consequences of continuing absences which could include Court action.</p>	
	Terri Lewis	Name of Staff Member(s)
5.	<p>In response to the sixth <u>unexcused</u> absence, the Principal or the Principal’s designee shall make a referral to the DPP who shall notify the parent/guardian of the student’s status as a habitual truant.</p> <p>Document in the Attendance Intervention Tab in Infinite Campus.</p> <p>The Final Notice will be sent and there may be possible social worker involvement... The school will receive a copy of the Final Notice Letter and when it is returned a copy of the Electronic Receipt documenting delivery of the final notice to the parent.</p>	
	Jill Druien	Name of Staff Member(s)
6.	Once the elementary school student has additional	

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	<p>unexcused absences following the parent's receipt of the Final Notice it is time to begin documentation to file educational neglect on the parent.</p> <ul style="list-style-type: none"> • If the parent has been placed on a Parental Responsibility Order (PRO) and the student is not in regular attendance at school the Pupil Personnel Office needs to be notified so an affidavit for contempt can be filed with the County Attorney. 	
	<p>Jill Druien</p>	<p>Name of Staff Member(s)</p>
<p>6.</p>	<p><i>Middle school students</i> who continue to accumulate <u>unexcused</u> absence shall be referred to the Court Designated Worker (should already have TDP involvement) or to juvenile court. If the student is involved in the TDP check to see if they have reached the number of unexcused absences that would result in filing truancy – six or more.</p> <ul style="list-style-type: none"> • Once a student has been placed on a Standard School Attendance Order (SSAO) at any point in time the student is not in compliance with the order an affidavit for contempt can be filed with the County Attorney. <p>Parents/Guardians of students who continue to be truant may be charged with educational neglect or unlawful transaction with a minor. If you believe the student's truancy/poor attendance is the result of parental neglect you can refer the case to the Director of Pupil Personnel (DPP) with supporting documentation so an Educational Neglect petition can be filed on the parent. If you believe the student's truancy/poor attendance is unlawful transaction with a minor in the third degree contact the Director of Pupil Personnel for assistance.</p> <ul style="list-style-type: none"> • If the parent has been placed on a Parental Responsibility Order (PRO) and the student is not in regular attendance at school the Pupil Personnel Office needs to be notified so an affidavit for contempt can be filed with the County Attorney. 	
		<p>Name of Staff Member(s)</p>
	<p>Additional information regarding the procedures used at your school:</p>	

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2. How does the 2014-2015 School Attendance Improvement Plan differ from the previous year's plan?

This year our attendance clerk will utilize the IC Attendance Messenger system to remind parents of attendance concerns.

Our weekly newsletter will post our "to date" % along with a reminder about our school wide goal.

The Attendance Committee will meet monthly to discuss specific students and attendance issues.

Ask Pat Smith – Darnell to meet with chronic attendance issues.

3. How you are going to evaluate the effectiveness of your plan?

Monitor monthly attendance reports, Attendance Committee meetings monthly

4. Linda Nason is your School Social Worker. What is her role in your School Attendance Improvement Plan?

Our school social worker is Linda Nason. She will be utilized on a consultation basis when and if intervention is needed. Our FRYC coordinator, Jacey Smothers, was a crucial part of our attendance plan last year and will again assist us in achieving our goal this year.

5. Who does a **parent** contact, at your school, when they have questions or concerns regarding their child's attendance?

Name: Jill Druien

Title: Attendance Clerk

6. Who does a **student** contact, at your school, when they have questions or concerns regarding attendance?

Name: Jill Druien

Title: Attendance Clerk

7. How are you going to communicate your plan to **staff, students** and **parents**?

To Staff: Faculty Meeting 8/12/14

To Students: Broadcast 8/18/2014 and Pow Wow 9/16/14

To Parents: Newsletter 8/12/2014

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8. Please attach and return the following information with your plan:
1. school attendance **policy and procedure**
 2. information from your **school website** regarding attendance
 3. information from your **teacher handbook** regarding attendance
 4. a copy of the page(s) of your **student handbook** that address attendance and
 5. any **school document(s) or forms** not already requested in the items above available to or used with students, staff or parents that discuss student attendance
9. What is the date of the faculty meeting when you will review your school's attendance plan and staff members' roles in improving student attendance?
Send a copy of the agenda and the sign-in sheet, to the Pupil Personnel Office, following the faculty meeting.

Date: 8/12//2014

10. What is the date of the SBDM Meeting when you will review your school's 2014-2015 School Attendance Improvement Plan?

Date: 8/14/2014

Activities planned for the end of the school year where parents might be tempted or encouraged to take students home afterwards should not conclude until after 65% of the instructional day is completed (*Elementary Schools 1:35*). Schedule events so they are concluded and students are signed out with 35% or less of the school day left. This will be counted as a tardy and will not negatively impact your school's attendance percentage. Please make sure teachers are not telling students they will not be doing anything the last days of school and they will not have to come to school those days. Students are in school 170 days each year and students are out of school 195 days. All 170 days of school count! Any student that leaves the school building, at any time during the school day, for any reason other than an instructional or planned activity must be signed out on the Entry - Exit Log and that data must be entered in the student information system / Infinite Campus. Sign out sheets can be created for these rare days with the sign-out time for the activity posted so the attendance clerk can use the attendance wizard to mass assign the attendance to the students that have been signed out of school by their parents or guardians.

MT. WASHINGTON ELEMENTARY SCHOOL ATTENDANCE PERCENTAGE THE LAST THREE DAYS OF SCHOOL

WEDNESDAY – JUNE 4TH	THURSDAY – JUNE 5TH	FRIDAY – JUNE 6TH
98.80%	97.90%	93.30%

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11. How you are going to assure good attendance the final days of the 2014-2015 school year?

We will schedule Field Day, Awards Day and special class activities during the last few days of school. Parent communication will be sent regarding the importance of attendance until the end of closing day.

12. Items specific to Mt. Washington Elementary School Attendance to consider and comment on:

- **Review attached Attendance Day County Report – Unexcused Absences for 2013-2014** – Are there students in Kindergarten through 4th grade that had attendance issues that you want to intervene with early in the 2014-2015 school year? What will you do?

Yes. We have identified 4 families that our FRC coordinator and counselor will contact during the first 2 weeks of school. One family we targeted has enrolled their children in the before and after school program which will help to decrease attendance issues.

- **Review attached Attendance Day Count Report - Excused Absences for 2013-2014** - Are there some students that may have benefited from Home Hospital services? Are there many students that had more than ten excused absences? How might you address any concerns with students that have a significant number of excused absences?

One of our students listed on the report was enrolled in Home/Hospital program for a period of time. When he was dismissed from HH, he continued to miss school for doctors or therapist appointments. We have worked and are continuing to work with this family. We will request that Pat Smith- Darnell schedule a parent meeting to discuss the district responsibility for attendance.

- **Review attached Portal Usage Summary Report - *The report shows 42.69% of your parents have a Parent Portal Account.*** How will you get all your parents to register for and track their child's attendance and progress on Parent Portal? Do your parents know there is an app for their smart phone? How will you let parents know they can also use Parent Portal to update their contact information? Attendance should be current in Infinite Campus – Are grades current?

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Attendance is current daily. Parent Portal was introduced at our *Back to School* Open Houses and Mrs. Franklin worked with to sign up more parents for Parent Portal access that evening. Additional information will be included on her Counselor's section on the web page. A paper copy including information about Parent Portal will be sent home on 8/19.

13. Please share something that you do or something that is done at your school that positively impacts your school attendance?

We believe our Tribal Trust Bank has made a difference in attendance. Students want to be at school so they have the opportunity to earn "Braves Bucks" for following our expectations. They can spend their Braves Bucks to purchase items from the Bank monthly. The more you are at school – the more Bucks you can earn.

I understand any student that leaves the school building, at any time during the school day, for any reason other than an instructional or planned activity the student must be signed out on the Entry - Exit Log and that data must be entered in the student information system / Infinite Campus.

Principal

Attendance Clerk

Person Completing Plan if other than the Principal

*Please be sure to complete Part 2 of your School Attendance Improvement Plan. Identify specific staff members responsible for items required under District Procedure, Procedures for Unexcused Absences, 09.123 AP.1.

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FROM TEACHER HANDBOOK:

ATTENDANCE

*Students: Good attendance should be encouraged by all teachers in addition to the attendance incentives created by the School Climate. Each teacher is required to post student attendance using Infinite Campus by **9:30**.*

Parents wanting to check students out during the day must come to the office to sign them out. Students should not be released from the classroom. Students will be called for from the office.

Teacher: Student achievement is closely linked to teacher attendance. Please limit absences as much as possible.

FROM STUDENT HANDBOOK:

ATTENDANCE

Our MWES Attendance cheer written by a primary student.....“Learning is fun! Learning is cool! So everyday be at school!”

Maximum achievement of a student's potential can be obtained by a full participation in the total school program. Regular class attendance of all students is expected in order to achieve this goal.

Absences from school occur for a variety of reasons. A note from the parent or guardian explaining the absence will be expected after each absence upon the student's return to school. When a child sees a doctor, a dentist, or goes to a funeral home, you will need to get a note from that office and send it to school when the child returns. We need notes even if you call the school and notify us of the absence or sign your child in or out during the school day.

Students must be in attendance at school for at least ½ of the regular school day in order to participate in evening school activities.

BCPS policy implemented in 2005-06 requires excuse notes to be submitted no later than five school days after the absence. After this time frame, notes will not be accepted.

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Definitions of tardies and events:

- Tardy: Any absence less than 60 minutes
- Event: When a student is absent more than 60 minutes, the absence is considered an "event" and is calculated based on the percentage of the day. For example: If a student misses 100 minutes of a 400 minute school day, an "event" of 25% absence will be recorded for the student.

After four unexcused absences, parents will be notified by the school of potential truancy concerns. After six unexcused absences, a report will be filed with the Bullitt County Board of Education. Final determination concerning excused or unexcused events will be made by the principal. The following are acceptable reasons for being absent from school, thus making the absence excusable:

- Personal illness
- Professional appointments which cannot be scheduled outside the regular school day
- Death in the family
- Court appearance required by subpoena or citation
- Failure of school bus to run (This is still an absence, but will be excused.)
- Serious illness in the family
- Religious holidays and practices
- One day for the Kentucky State Fair
- Other reasons of an extraordinary nature approved by the principal or her designee. **Absences for family vacations will not be excused.**

** There is a limit of six parent notes each school year. All absences or tardies beyond those six days must have a note from a health care professional or other official documentation.

Tardies: Students arriving after 9:00 a.m. and leaving before 3:40 p.m. will be marked tardy. Notes are needed with the reason for the tardy so that we may determine if it will be excused or unexcused.

Checking Students Out Early: Students leaving school early must be signed out by their parent or other responsible adult designated by the parent in writing as having permission to check the student out of school. We encourage parents not to check out students early unless it is an absolute necessity. Instruction takes place until 3:40 each day.

FROM OUR WEB PAGE:

There is a link to our current Attendance Plan for parental access.