

## Project Charter

<b>PROJECT NAME:</b> Attendance	<b>START DATE</b> August 27, 2018	<b>CURRENT DATE:</b> August 27, 2018
<b>SPONSOR NAME:</b>		
<b>TEAM MEMBERS</b> Mary Anne Cooper, Karen Baker, Will Tignor, Elizabeth Singer, Page Rogers, Karen Eure, Gina Russell, Dawn Stutzel		

### **OPPORTUNITY STATEMENT**

The Every Students Succeeds Act (ESSA) of 2015 is a federal education law to measure school performance. Lawmakers wanted to scale back the focus on standardized test scores. Now states are required to use other indicators to measure student success. Student achievement is still one factor, but other areas are considered such as student growth, school quality, and student attendance.

Research shows that attending school regularly is critical to a student's education and social skills development. Chronically absent students are at a disadvantage both socially and academically. They miss out on critical stages of social interaction and development with their peers, while limiting their academic progress. This can result in low self-esteem and social isolation.

Chronic Absenteeism is defined as the number of student absences that are greater than 10% of the school year of 18 days. This measure will be applied to all students in grades K – 12. The goal of the federal government is to minimize lost instructional time and maximize student learning. If a student is not at school, they cannot learn.

### **PROBLEM STATEMENT, OBJECTIVES & SCOPE**

During the 2017 – 2018 school year, 53 students at SHES were chronically absent from school which represents approximately 14% of our school's population. Other SHES Attendance data facts are as follows: 318 (83%) students missed between 1 and 17 days of school, 108 (28%) students missed between 10 and 17 days of school. The attendance rate during the 2017 – 2018 school year was 90.9%. We need our overall attendance rate to be 94% or higher.

### **ASSUMPTIONS AND CONSTRAINTS**

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KEY PERFORMANCE INDICATORS	BASELINE	CS TARGET	FS TARGET
Percentage of students meeting the 94% attendance standard.	90.9%		

### FUTURE STATE

ACTION PLAN (HIGH LEVEL)	WHO	DUE DATE	% COMPLETED
Discuss Worcester County Attendance Policy with parents at Back to School Bash	Mary Anne Cooper	August 29	100%
Discuss attendance data at Leadership Team Meeting	LaVerne Cray Leadership Team	Weekly	
Discuss attendance data at Instructional Leadership Team meetings	LaVerne Cray ILT Team	Weekly	Select Percentage
Complete Weekly Attendance Chart noting when students are absent 2, 5, 12, and 17 days.	Classroom Teachers	Weekly	
Discuss attendance concerns at Wednesday Team meetings.	Classroom Teachers LaVerne Cray Mary Anne Cooper Stephen Boyd	Monthly 1 <sup>st</sup> Wednesday of each month	
Contact parents when students are absent daily	Kay Lauer	Daily	
Contact parents when students are absent two times within a week	Classroom Teachers	Weekly	
Contact parents when students are absent, 2, 5, 12, and 17 days.			
Send letters to parents/guardians of students missing 4, 6, 11, 14 days respectively.	LaVerne Cray Karen Baker Office Staff	As needed	Select Percentage

	ILT Team		
Refer parents/guardians of students missing 14 days of school to Worcester County Students Services.	LaVerne Cray Karen Baker Mary Anne Cooper	As needed	Select Percentage
Communicate facts about absenteeism to parents through bulletin board, parent meetings, etc.	Attendance Project Team	Ongoing	Select Percentage
Recognize students with perfect attendance through Class Dojo.	LaVerne Cray Mary Anne Cooper	Weekly	
Recognize classes with 100% perfect attendance through Class Dojo.	LaVerne Cray Mary Anne Cooper	Weekly	
Recognize students who have perfect attendance during the month and cumulative.	LaVerne Cray Karen Baker	Monthly	Select Percentage
Recognize students who have perfect attendance each month with extra recess incentive and name on our Attendance Bulletin Board.	LaVerne Cray	Monthly	
Recognize students who have had perfect attendance each day through the end of the second marking term with a Luncheon for the students and parents.	LaVerne Cray Karen Baker Mary Anne Cooper	End of Second Marking Term	
Recognize students who have perfect attendance each day for the entire 2018 – 2019 school year with a free pass to Maui Jack’s Water Park for the student and one family member.	LaVerne Cray Karen Baker Mary Anne Cooper	End of Year	

### IMMEDIATE NEXT STEPS

Parent awareness of attendance policy and SHES schoolwide policy and incentives.  
Proofread and make appropriate changes to letters in PowerSchool to reflect attendance policy.  
Discuss attendance data weekly.