



## PALMYRA SCHOOL DISTRICT Corrective Action Plan

Topic: <i>Chronic Absenteeism</i>	Grade/Subject: <i>Kindergarten through Grade 12</i>	Building(s): <i>Charles Street School and Palmyra High School</i>
Superintendent: <i>Brian J. McBride</i>	Plan Begin/End Dates: <i>10/31/2016 – 06/30/2017</i>	

**Goal:** It is the objective of the CAP to reduce chronic absenteeism in the Palmyra School District by a total of 5% by the end of the 2016-2017 school year, bringing the district percentage to a total of no more than 8% and under the 10% threshold.

### Objective 1: Send the message to parents “early and often”

	Actionable Item	Sources of Information/Evidence	Responsibility and Action Date
1.1	Send a letter to all parents advising them of district policy and expectations pertaining to student attendance.	<ul style="list-style-type: none"> <li>• Letter to parents</li> <li>• Policy 5200, <i>Attendance</i></li> <li>• Regulation 5200, <i>Attendance</i></li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Schools</li> <li>• Date: October 31, 2016</li> </ul>
1.2	Create a dedicated space on district website that provides attendance requirements and updates for parents.	<ul style="list-style-type: none"> <li>• <a href="http://www.palmyraschools.com">www.palmyraschools.com</a></li> <li>• Upload policies and regulations</li> <li>• Upload pertinent correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Schools</li> <li>• Building principals</li> <li>• Date: October 31, 2016</li> </ul>
1.3	Parental notification as follows: <ul style="list-style-type: none"> <li>• Two (2) absences in same month – parent letter</li> <li>• Five (5) cumulative unexcused absences – mandatory parent meeting with building principal</li> <li>• Ten (10) cumulative unexcused absences – mandatory parent meeting with Director of Pupil Personnel Services and student is placed on <i>Attendance CAP</i></li> </ul>	<ul style="list-style-type: none"> <li>• Parental letters (template)</li> <li>• Calendar appointments/logs (template)</li> <li>• CAP records (template)</li> </ul>	<ul style="list-style-type: none"> <li>• Building principals</li> <li>• Director of Pupil Personnel Services</li> <li>• Date: On-going</li> </ul>
1.4	Parent training workshops that emphasize the importance of attending school.	<ul style="list-style-type: none"> <li>• Workshop agendas, sign-in sheets, minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Building principals</li> <li>• Guidance department</li> <li>• Date: On-going</li> </ul>

## **Objective 2: Recognize the positive and reward students for excellent or improved attendance**

	<b>Actionable Item</b>	<b>Sources of Information/Evidence</b>	<b>Responsibility and Action Date</b>
2.1	All students with less than two (2) absences a month will be placed into a lottery for a monthly award.	<ul style="list-style-type: none"> <li>• School announcement</li> <li>• Website announcement</li> <li>• OnCourse attendance reports</li> </ul>	<ul style="list-style-type: none"> <li>• Building principals</li> <li>• Date: On-going</li> </ul>
2.2	In conjunction with Renaissance, events and activities for all students who maintain less than two (2) absences a month.	<ul style="list-style-type: none"> <li>• Renaissance acknowledgement and specific participation events</li> </ul>	<ul style="list-style-type: none"> <li>• Building principals</li> <li>• Renaissance advisor</li> <li>• Date: On-going</li> </ul>

## **Objective 3: Assign Success Mentors**

	<b>Actionable Item</b>	<b>Sources of Information/Evidence</b>	<b>Responsibility and Action Date</b>
3.1	Identify those chronic absent students and assign a Success Mentor that will help them stay on track.	<ul style="list-style-type: none"> <li>• OnCourse attendance reports</li> <li>• Pairing assignments and meeting dates/times</li> <li>• Follow-up report</li> </ul>	<ul style="list-style-type: none"> <li>• Building principals</li> <li>• Volunteer staff</li> <li>• Date: On-going</li> </ul>

## **Objective 4: Create an Attendance Task Force**

	<b>Actionable Item</b>	<b>Sources of Information/Evidence</b>	<b>Responsibility and Action Date</b>
4.1	Assemble a task force comprised of staff from both buildings to monitor the following: <ul style="list-style-type: none"> <li>• monthly attendance trends</li> <li>• provide monthly reports to principals and CSA</li> <li>• ensure attendance systems data integrity</li> <li>• reduce school-initiated exclusions, such as suspensions</li> <li>• monitor equity in attendance; report to the equity committee as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• OnCourse attendance reports</li> <li>• NJ DOE attendance reporting tools</li> <li>• Meeting agenda, minutes, and sign-in sheets</li> <li>• Submitted, monthly reports on file</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent of Schools</li> <li>• Building principals</li> <li>• Volunteer staff</li> <li>• Date: On-going</li> </ul>

Board of Education Approval Date: 10-12-2016

Board President Signature: Nancy M Brett

Date: 10-17-2016

Superintendent Signature: B. J. Bl...

Date: 10-17-2016

**Interim Review of CAP Progress**

Date	Objective and Item	Interim Notes	Completed By:

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**Summative Review of CAP**

Area No.	Demonstrable Goals	Expectations Met (Y) or Not Met (N)	Sources of Evidence	Review Date
1.1			•	
1.2			•	
1.3			•	
1.4			•	
2.1			•	
2.2			•	
3.1			•	
4.1			•	

Board Approval Date: \_\_\_\_\_

Board President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_