

Team Meeting Roles

- Recorder - Fills out action plans
- Timekeeper - Ensures that timing for protocol is being followed
- Facilitator - Ensures that norms for protocol are being followed
- Everyone - Is prepared to discuss details about their students, is aware of the resources available, and is looking for solutions.

Agenda

- **Overview of the meeting (5 min)**
 - Students to be discussed, new pieces of data, reminders about paperwork
- **Discussing student interventions (25 min)**
 - Same process for each student, typically ~4-7 min per student
- **Announcements (5 min)**
- **Sharing Successes – 1 from each group (5 min)**

Intervention Identification Protocol

- Identify Student (1 minute)
 - Identifies which off-track behaviors the student is exhibiting
 - Identifies data supporting identification for intervention (from EWI report)
- Team provides information (2 minutes)
 - Team members succinctly (monitor your airtime) provide additional information about *why* off-track indicators may be present
- Team members discuss intervention options (3 minutes)
 - Consult resource map
 - Discuss who will champion follow up
 - Determine date for follow-up conversation
 - Determine communication with family

Tracking our conversations

Formula: (Check on attendance accuracy (Awesome) Try pull-out for SS (Ben) Sams will share phone #

	A	B	C	D	E	F	G	H	I
	Data Updated	EWIS, Old	EWIS, Meeting updates	Notes	Previous Interventions - Feb 22nd	Updates	Champion	New interventions - March 8th	Follow - up date
1									
2	Sammie Sanchez	9 days out 1 in Nov. F in SS and ELA 3 in citz		No parent contact Strong in Math (C+) Strong academic skills	Check on attendance accuracy (Awesome) Try pull-out for SS (Ben) Sams will share phone #				
3									
4	Doug Flutie			Attendance seems to be for suspensions. Wants to see if is very involved with his average academic skills	Check with Ms to see if possible accuracy				
5									
6				Very poor attendance to make excuses She has no	Advisor can with family or attendance				

Updated 26 hours ago by Doug PD | Saved | Shar

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Cluster Team Attendance Plan Activity



Getting Set Up:

1. Pick a Facilitator and a Recorder for your group (these roles are only for this activity).

Activity:

Building on what has been successful in the past and new ideas you would like to implement, create an attendance action plan for your academy. This plan should be as concrete and specific as possible. It also must include the following four elements:

I. A Clear, Shared, and Identifiable Goal

- ❖ What will be your average daily attendance goal (X% of students attending each day)?
- ❖ How will the goal be communicated to all faculty, staff and students in the grade level/cluster?
- ❖ How will the goal be made visible so that a person new to the school would know what the attendance goal is and what progress you are making toward your goal?
- ❖ Will individual teachers/clusters also set a daily attendance goal they make visible in their team area?
- ❖ Will individual students set a monthly/yearly attendance goal?

II. A Plan for Using Data to Monitor Progress

- ❖ How will you use data to monitor attendance on a regular basis?
- ❖ How will you clear the rolls of non-attending "ghost" students? By when?
- ❖ How will data on attendance be communicated to students, homeroom teachers, rest of school, and other visitors to the school?

III. Grade Level/Cluster-Based Efforts to Improve Attendance

- ❖ How will clusters have regular access to attendance data of their students?
- ❖ What will cluster-level consequences be for poor attendees?
- ❖ What strategies will you use to improve attendance?
- ❖ When will you begin implementing these strategies (i.e. after how many absences)?

IV. Incentives, Rewards, and Recognitions

- ❖ What will be your standards for perfect and good attendance?
- ❖ How will students be rewarded (at house and academy levels) for perfect, good, and improved attendance?
- ❖ How will the grade level/cluster celebrate progress toward and/or achievement of an attendance goal?

Lake Taylor Middle School
Cluster ____ Attendance Plan



A Clear, Shared,
Identifiable Goal

A Plan for Using Data to
Monitor Progress

Grade-Level/Cluster-
Based Efforts to Improve
Attendance

Incentives, Rewards, and
Recognitions