

**GOAL ONE: CONTINUOUSLY IMPROVE STUDENT AND STAFF PERFORMANCE.**

**DISTRICT INSTRUCTIONAL LEADERSHIP TEAM TARGET GOAL: Improve attendance rates for students and employees for the 2002-2003 school year and make recommendations by May, 2003 to sustain the improvement in future school years.**

ACCOMPLISHED	IN PROGRESS	FUTURE FOCUS
<p>Conducted reviews of D108 operational procedures:</p> <ul style="list-style-type: none"> <li>• Site level daily attendance procedures, record keeping, reporting systems.</li> <li>• “Daily Attendance Process” [identification of chronic, truant absences, site interventions &amp; action plans].</li> <li>• STAT [Student Teacher Assistance Team] support system/framework.</li> <li>• Student suspension procedures, reporting systems.</li> </ul> <p>Reviewed and analyzed student attendance trend data sources:</p> <ul style="list-style-type: none"> <li>• 2000, 2001, 2002 IL School Report Cards</li> <li>• 2001, 2002, 2003 Methodist Medical Center, Inc. student health care year-to-date services provided reports</li> <li>• 2001, 2002, 2003 Student suspension year-to-date summary reports.</li> </ul> <p>Conducted interviews of internal site-level attendance intervention programs:</p> <ul style="list-style-type: none"> <li>• Edison Jr. High School</li> <li>• Wilson Intermediate School</li> </ul>	<p>Continuing to re-examine and revise the:</p> <ul style="list-style-type: none"> <li>• D108 “Daily Attendance Process” [identification of chronic, truant absences, site interventions &amp; action plans].</li> </ul> <p>Continuing to review, clarify and redefine key characteristics to determine and consistently identify:</p> <ul style="list-style-type: none"> <li>• Excused absences</li> <li>• Unexcused absences</li> <li>• Chronic absences</li> <li>• Truant absences</li> <li>• Chronic Truant absences</li> <li>• Tardy [excused/unexcused]</li> </ul> <p>Continuing to review and collect research data on:</p> <ul style="list-style-type: none"> <li>• Site collection, management and reporting of daily attendance data</li> <li>• Frequency of data reviews, analysis and identification of chronic absentees/truants</li> <li>• Proactive intervention strategies/action plans</li> </ul> <p>Continuing to review and assess the viability and applicability of Wilson Int. School’s current student attendance model/processes for system-wide implementation.</p> <p>Establishing the creation of site-level “Attendance Review” cross-functional teams responsible for the weekly monitoring of student attendance patterns.</p>	<p>Will continue to research staff attendance patterns and trend data housed and archived in the EMS [Employee Management System].</p> <p>Will continue to monitor and analyze certified and support staff use of:</p> <ul style="list-style-type: none"> <li>• Paid sick leave days</li> <li>• Personal leave days</li> <li>• Chronic illnesses/patterns</li> <li>• Dock days</li> <li>• Family medical leave for maternity &amp; other qualifying events</li> <li>• Loss of accumulated sick leave [190 days cap for certified staff and 221 days for support staff].</li> </ul> <p>Will continue to research and quantify the fiscal impact of faculty/staff absenteeism patterns on the D108 budget.</p> <p>Will continue to research and identify intervention strategies and programs to improve overall staff attendance.</p> <p>Will explore the establishment and implementation of an employee wellness program in partnership with the John Deere Insurance Co. and PPO [Preferred Providers Organizations] OSF/Peoria, Peoria Park District-Riverplex Athletic Center, Pekin Hospital and Pekin Park District-Parkside Athletics.</p>

<p>Conducted interviews and gathered information from external agencies dealing with truancy issues:</p> <ul style="list-style-type: none"> <li>• IL State’s Attorney’s Office</li> <li>• Pekin Police Dept.-Juvenile Officer</li> <li>• Tazewell County Court Services</li> <li>• Tazewell County Juvenile Probation Office</li> <li>• Reg. Office of Educ.: Project STAY truancy officer</li> </ul> <p>Researched and reviewed 2002, 2003 Kindergarten - Grade 8 disaggregated student attendance data:</p> <ul style="list-style-type: none"> <li>• Excused absences</li> <li>• Unexcused absences</li> <li>• Chronic absences</li> <li>• Truant absences</li> <li>• Chronic Truant absences</li> <li>• Tardy [excused/unexcused]</li> </ul> <p>Conducted internet search for exemplary truancy programs/services.</p> <p>Identified 10 exemplary programs and services:</p> <ul style="list-style-type: none"> <li>• Office of Juvenile Justice &amp; Delinquency Prevention, US Dept. of Justice</li> <li>• JJTAP [Juvenile Justice Telecommunications Assistance Project-Eastern Kentucky Univ. Training Resource Center]</li> <li>• OJJDP Truancy List-serve</li> <li>• National Truancy Prevention Association</li> <li>• At Risk Youth Program: King County Superior Court Services, Seattle, WA</li> <li>• Louisville Truancy Program, Louisville, KY</li> <li>• South Co. Truancy Reduction Project, Yaphank, NY</li> </ul>	<p>Designing and conducting annual district level in-service training for office personnel managing D108s SMS software.</p> <p>Implementing annual staff review/updates of site procedures, expectations, and responsibilities.</p> <p>Implementing mid-year and end of year site reviews and evaluation of daily attendance procedures, interventions, and impacts on student attendance.</p> <p>Implementing a district level annual review and analysis of student attendance patterns and site level attendance procedures/ intervention plans.</p> <p>Implementing effective communication strategies for informing parents of district and site-level attendance procedures, expectations.</p> <p>Participating and supporting the Tazewell County Juvenile Probation Office’s <i>JRC: Juvenile Resource Center</i> program.</p> <p>Participating and supporting Tazewell Co. Health Dept.’s K-8 After School programs/services.</p> <p>Evaluating and redesigning the current D108 STAT [Student Teacher Assistance Team] support system/framework.</p> <p>Pursuing a “partnership” grant application [Taz. Co. Probation Office, Taz. Co. Health Dept, D018] for the IL State Board’s “<i>Truants Alternative Optional Educational Program</i>”.</p>	
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<ul style="list-style-type: none"> <li>• Gulfon Truancy Reduction Demonstration Project, Houston, TX</li> <li>• STOP [Stop Truancy Outreach Program], Providence, RI</li> <li>• International Assoc. for Truancy and Dropout Prevention</li> </ul> <p>Participated in live, interactive national satellite videoconference: <i>“Community Responses to Truancy: Engaging Students in School”</i> [sponsored by the Office of Juvenile Justice and Delinquency Prevention Division, US Dept. of Justice]</p> <p>Reviewed IL State BOE’s community-based <i>Truant’s Alternative &amp; Educational Program</i> grant criteria and application requirements.</p> <p>Reviewed Tazewell County Juvenile Probation Office’s proposed <i>JRC: Juvenile Center Grant</i>.</p> <p>Reviewed Tazewell Co. Heath Dept.’s grant funded <i>Kdg.-8 After School Programs/Services resources</i>.</p> <p>Reviewed IL State Board Journal’s September issue: <i>“Truancy, Delinquency, Prison: Can schools break this cycle?”</i></p> <p>Reviewed impact of D108’s benchmark NCLB Performance Scorecard criteria:</p> <ul style="list-style-type: none"> <li>▪ Student attendance-96% by 2006</li> <li>▪ Students meet/exceed IL Learning Standards in reading, math, writing-85% by 2007</li> <li>▪ Students continuously from Kdg. read at or above grade level by end of Grade 3-85% by 2007.</li> </ul>	<p>Continuing to research the 10 exemplary truancy programs identified on the internet for future D108 implementation strategies, resources.</p>	
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Reviewed and analyzed Wilson Int. School's "student attendance" school-wide improvement goal, procedures, protocols and the impact on attendance patterns.

Reviewed certified/support staff attendance patterns for 2001, 2002, 2003:

- Use of sick leave
- Use of personal leave days
- Chronic illness
- Dock days
- Family medical leave/maternity
- Loss of accumulated sick leave [190 days].

Reviewed research data: National School Employee Absence Report, 9.02.

Confirmed top 80% of reasons for teacher/support staff absences:

- Personal illness/sickness
- School business/staff development
- Personal leave
- Family
- Death/bereavement

Confirmed D108 absenteeism rates are on the increase and need further review and analysis.

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Job Acct/02 03 Annual Goal Plan Update Accomplishments