

# Hamilton Alternative Academy

## ACTION PLANNING TOOL

<b>Goal(s):</b> HAA Attendance Goal is to Improve to 97.6% (up from 97.1%)	
<b>PLC:</b> HAA Staff and Students	<b>Date:</b> 9/1/2010
<b>Administrative Approval:</b>	<b>Date:</b>

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Monitor Attendance Daily through work sessions and submission of work	Benton, O'Reilly, Excel, Google Documents	Excel, Google Documents, DASL	Benton, O'Reilly, Chandonnet	Price	Aug 24 – June 2
Utilize Leader Alert to Remind Parents of Attendance Requirements Weekly or More Often As Necessary	Benton, O'Reilly	Payne, Leader Alert	Benton, O'Reilly	Price	Aug 24 – June 2
Mail Attendance Letters Weekly Informing Students/Parents of Consequences for Non-Attendance	Benton, O'Reilly, Price, Chandonnet, Attendance Records	Excel, Google Documents, DASL	Price, Benton, O'Reilly, Chandonnet	Yonnotti, Miller, Tyler, Joiner, Bailey	Aug 24 – June 2
Make parent/student Contact Upon the 10 Day of Absences	DASL, Chandonnet, Benton, O'Reilly, Stevens, Price, Stevens, Yonnotti	Benton, O'Reilly, Yonnotti, Stevens, Price	All	John Bender	Aug 24 – June 2
Consequences In Place for Attendance such as:  Denial of Driving Privileges, Denial of Attendance in HL activities, Due Process Hearings, File for Truancy, Removal from Program	Price, Benton, O'Reilly, Miller, Tyler, DASL, Attendance Officer Stevens, Yonnotti		All	John Bender	Aug 24 – June 2