

Situation Analysis Successful Workplace Behaviors; Focus on Attendance Rationale: An individual's success in the workplace is measured in large part by punctual attendance.					
Present Situation	S. W. O. T				Our Alternatives
	Strengths	Weakness	Opportunities	Threats	
<ul style="list-style-type: none"> ❖ 90% attendance rate ❖ 96% is the state benchmark. In order to get to 96% we need no more than 100 students absent a day. ❖ Up to 400 students absent (1or less classes attended) ❖ 200 of those are chronics ❖ Possibly with 50 who are no shows ❖ Reasons for being late or absent: <ul style="list-style-type: none"> ○ Not valuing school ○ No adult alarm ○ Social situations and family stressors contribute to absences and tardies ○ Students not taking responsibility ❖ Mixed unreliable data: human error, teacher inconsistent. It's better this year because we are monitoring it closer. 	<ul style="list-style-type: none"> ❖ Student making a connection to an adults ❖ SMP is a flexible program to build relationships— provide hope ❖ 06-07 data at 90% which is a positive direction. ❖ Some policies have increased attendance like when everyone got involved in "Project Hallway." ❖ Summer school <ul style="list-style-type: none"> ○ Line was clear ○ Lots of follow up and proactive efforts ○ Financial motivation ❖ 2 week Grade checks 	<ul style="list-style-type: none"> ❖ No Rewards for good attendance ❖ No School wide incentive program ❖ Best practices cookbook – share best practices in handling tardy and absent issues in class. ❖ No Merit or incentive system (Play money given and students can purchase things at the end-wellness bonus) ❖ Relook at how we communication of the importance of inputting accurate attendance ❖ Inconsistent data makes it hard to define the problem and focus. 	<ul style="list-style-type: none"> ❖ Focus on PARENTS, plan mandatory meetings w/parents. ❖ Partner with businesses in the community to not serve students during school hours <ul style="list-style-type: none"> ○ We have some willing partners i.e. KFC, 7-11 ○ Create a poster for businesses to post in their ○ Create consistent guidelines for off campus programs. With regards to purchasing from business that support our plan. 	<ul style="list-style-type: none"> ❖ Businesses are selling goods to students during school hours. ❖ Areas around the community and beyond are not monitored ❖ Homes are playground for apathetic students ❖ Drugs and other illegal past times are luring students away from school. ❖ Parents allow children to work instead of going to school 	<p style="color: blue;">Data Needed</p> <ul style="list-style-type: none"> ❖ Categories of truants <ul style="list-style-type: none"> ○ Skaters ○ Not motivated ○ Lost ○ Long vacations ❖ Accurate data ❖ # of students absent per day. ❖ Attendance policies from Middle Schools ❖ Mac School: how many teachers not inputting. ❖ Which classes are students trying to get out of. "Choosers" ❖ Follow up with PBS team regarding incentive program ❖ Attendance in individual programs and classes

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<ul style="list-style-type: none"> ❖ 10 consecutive days drop system can affect the data. ❖ Truant students are not welcomed back after a hiatus ❖ Focus on those on the fence (after school detention, tardy student – 4th period) Student with 20% absent rate as opposed to 50%+. ❖ Restructured the counseling department to focus on grade levels ❖ Harder subjects like Science and Math will set a student back if they miss just a few classes. Many of them lose hope. ❖ Mondays and Fridays are the worst. Thursdays are the best. ❖ When students aren't allowed to leave campus for lunch some students call their parents. Parents delivering food is a problem. Causes traffic and security issues and front office issues. 	<ul style="list-style-type: none"> ❖ Credit recovery class is an option to give students hope and encourage them to come back to class. 	<ul style="list-style-type: none"> ❖ Lack of available working computers to input data (VP office lab provided this year has helped) ❖ Some of the thinking on campus is that the kids have to fit into this box. Not a personalized. ❖ Multiple tracks of truants <ul style="list-style-type: none"> ○ "Skaters"- path of least resistance ○ "Choosers"- students turned off by a school that is not relevant and meaningful ○ "Chronics"- Lost hope- no shows ○ Vacationers ❖ Attendance efforts not consistent ❖ Staff follow though ❖ Staff inconsistency and non-compliance ❖ Buy-in ❖ Special circumstances <ul style="list-style-type: none"> ○ Hold the line ❖ No enforcing of consequences. No reprimands or policy for teachers who are non compliant 	<ul style="list-style-type: none"> ❖ Motivational testimony from a successful student (9th grade assembly) ❖ Use of technology to enhance relationships email student when they are absent expressing concern. ❖ Look at grading practices to provide hope to students ❖ Create Reward Programs like: Class level incentives (food/candy) Everybody 100% attendance for 2 weeks. Individual perfect attendance (\$5 Jamba juice cards) improvement seen. Aiea Intermediate – perfect attendance given cash (ie. \$7 for perfect and \$5 is missed 1/2 day(maybe 		<p>Risks</p> <ul style="list-style-type: none"> ❖ Upset families (when told of student consequences and/or requirement of excuse notes) ❖ Teacher morale ↑↓ ❖ Balance work load <p>Benefits</p> <ul style="list-style-type: none"> ❖ Increased attendance ❖ Increased student achievement ❖ Increased buy-in ❖ Clear system in place ❖ More student taking electives ❖ Students better prepared for careers ❖ Enforcing work ethics ❖ Free up time and energy to focus on other things ❖ Helps with all other things in the Wheel ❖ Sets a standard of excellence <p>Costs</p> <ul style="list-style-type: none"> ❖ Additional time cost ❖ Mailing costs ❖ Front end effort to change the culture, may not see results right away, motivation will not be there. ❖ System of rewards costs

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		<ul style="list-style-type: none"> ❖ Inconsistent enforcement ❖ Not communicating policies clearly. ❖ Need to promote policies better. Be clearer on the rationale, the follow-through, what is the data we will collect to show that the policy is working or not. No more PPDodo ❖ No plan for when students return with (possible teacher script.) ❖ Lacking in personalization (not making modifications for special circumstances. (student who learn best later in the day) ❖ Students experience a variety of things, find loop holes, and will push the envelope ❖ Turn over, shifting systems ❖ Focus on the wrong issue...not just attendance, but developing people with a good work ethic. 	<p>FACF can donated) Kailua inter-bracelet for front of lunch line.</p> <ul style="list-style-type: none"> ❖ Create focus groups with students to plan for how they can get involved. <ul style="list-style-type: none"> ○ Work on defining groups to decide on the leverage group. ○ Partner with police department—more sweeps ○ Partner with HCAP and different public housing boards. ○ Partner with bus company ❖ Look into what private corporations do for perfect attendance. 		<ul style="list-style-type: none"> ❖ Marketing – T-shirt as a marketing idea (“School is Cool”) ❖ Students have to come up with their own reward system. <ul style="list-style-type: none"> ○ (ie. TITA) program is rewarded for perfect attendance ○ Hale ○ Academy ❖ Real cost is close to \$100,000 ❖ Cost to school in terms of WSF \$5,000 per student and loss of teacher position <p>Probability of success</p> <ul style="list-style-type: none"> ❖ In 5 years we will have it down marked by steady improvement

Action Initiative Plan
Successful Workplace Behaviors; Focus on Attendance

Circle Team Leader: Shannon Goo
Circle Team Members: Cindy Werkmeister, Wendy Horikami, Kathy Badua, Edie Miura, Sandy Ramiscal
Champion: Shannon Goo

Action Initiative
2A

Concerns:

- Buy-in
- Compliance
- Understanding for all role groups
- Sustained enthusiasm
- Computer infrastructure
- Reliable data – holes in system
 - Current parent phone numbers and addresses
 - *Seek Cap and gown phone #'s*

Benefits

- Higher achievement
- Less time and resources spent on this area
- Show improvement on NCLB #s

Deliverables:

- Analysis of root causes of attendance problems
- System of both penalty and rewards (proactive)
- Appropriate follow up action from staff
- Conference with community and school role groups. "Partner with Community and Beyond"

Objectives	Action Steps	By?	Today's status	Accountability/ Funding	Monthly Evaluation
<p>{System of Push, Pull, entice, support, lure, encourage, celebrate}</p> <ul style="list-style-type: none"> ❖ To meet or exceed the state benchmarks ❖ 0 unexcused tardies or absences ❖ Immediate intervention for student not attending ❖ Build an attendance system – one stop shop - (work with counseling dept.; health room and security – IDs) ○ Personalize support for different identified truancy groups. ❖ Implement consistent and effective policies ❖ Develop an Measuring system to determine effectiveness 	<p>Personalization – analyzing demographics</p> <ul style="list-style-type: none"> ● Survey – given to detention students ● Attendance circle to analyze current data to determine categories of students 	<p>December 2007 – January 2008 Continuous</p>	○	<p>S. Goo, S. Ho, Circle Team Attendance Clerk to manage a one-stop-shop facility \$37,202</p>	<p>Compliance with objective</p> <p style="text-align: center;">○</p>
	<p>Research Effective Practices</p> <ul style="list-style-type: none"> ● Research other schools - McKinley – uses automated system of attendance that generates passes for tardy. ● Read research and testimony from other education systems. 	<p>October 2007 – January 2008 Continuous</p>	○	<p>Edie -McKinley and S. Ramiscal– Kamuki, Campbell Circle Team 20 Sub Days to conduct field research on best practices of other schools. \$140 X 20= \$2800</p>	<p>Compliance with cost</p> <p style="text-align: center;">○</p> <p>Compliance with schedule</p> <p style="text-align: center;">○</p>
	<p>Imbedded Renewal System for Attendance</p> <ul style="list-style-type: none"> ● Develop a system of measuring effectiveness to measure individual efforts <ul style="list-style-type: none"> ○ School wide effort while measuring overall attendance ○ Using test and control groups to measure effectiveness. ○ Surveying different populations ● Reevaluation: SWOT ● Talk to all 14 members 	<p>Develop January 2007 – March 2008 Continuous</p> <p>4/2008 1st pilot 8/2008 2nd pilot Continuous 12/2007 - 7/2008 Continuous</p>	○	<p>Circle Team S. Goo to lead \$1500 in teacher stipends to compile and analyze data Circle Team Kathy Badua to lead S. Ho, Circle Team Core team</p>	<p>Special Resources Needed</p> <p style="text-align: center;">○</p>
	<p>Building School unity in efforts</p> <ul style="list-style-type: none"> ● Prepare presentation of research and action plan. ● Conduct student focus groups 	<p>7/72008 - 7/25/2008(Present) January 2008</p>	○	<p>Circle Team Edie Miura Sandy Ramiscal, Student gov't. \$1500 in teacher stipends to prepare presentations and facilitate focus groups.</p>	

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	Improvement of Communication <ul style="list-style-type: none"> • Put something in writing and provide training - system development – Policies. • • Memo of expectations in the teachers <ul style="list-style-type: none"> ○ Big picture and a few expectations. • ID responsibility • Urgency of compliance • Communication beyond 1st week • Roles and Responsibilities <ul style="list-style-type: none"> ○ Role of counselors 	4/2008 - 7/2008 August 2008 August 2008 August 20, 2008 July 2008 August 4, 2008 Sept 29, 2008 Oct 14, 2008	○	S. Goo, S. Ho, Security staff S. Goo, Edie Miura Resources: \$3000 annually for professional development S. Goo S. Goo	
	Monitoring on-campus behavior <ul style="list-style-type: none"> ❖ Camera system ❖ Motion detector and flood lights- in dark hallways and stairwells 	December 2007 (1 stairwell – Near A335)	○	S. Goo \$20,000 phase II of the camera/security system Circle Team	
	Partner with Community and beyond <ul style="list-style-type: none"> • Provide written Tardy Procedures and Lockout for parents and community • Article in the wireless to inform parents of efforts and to ask for support • Connect with community leaders (Church officials, community groups, Resident managers of the public housing complexes) • Write letter to community businesses to disallow students from purchases or loitering during school hours • Talk to business owners to explain our efforts • Conference with community and school role groups. "Partner with Community and Beyond" 	February 2008 March 2008 August 2008 February 2008 Follow up to letters, March 2008 August 2008 Planning to start in August 2008 Conference in June 2009	○	Circle Team, Edie Miura, Sandy Ramiscal \$3000 Printing Cost for publications S. Goo \$17,000 for a Part Time Teacher to connect with the community leaders Circle Team W. Horikami Resources: \$1000 ex. signage S. Goo W. Horikami Conference facility, facilitators, supplies, etc... \$10,000	

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	<p>Run Test Groups for Possible Incentive Program</p> <ul style="list-style-type: none"> • Explore: Incentive program: money, certificates, Bag rice, dance tickets – VIP – obligation/ID, Meal ticket, front of line pass • Explore: Shirts • Explore: Free admission to our gym • Explore: Free Athletic books • Explore: Offering a choice of incentives • Explore: Incentive for security – (ex. Bag of rice for the most ID violators brought to the security office) • Advisory attendance problem – PTP • Meet with certain demographics • Incentive for perfect attendance (Ex. Term 1 = x, Session 1 = xxx, etc...) • Exploring cash incentives 	<p>August 2008 February 2008</p> <p>Continuous with Mentor/PTP cir. July 2008 Investigate with other schools August 2008</p> <p>January 2009 April 2009 January 2009</p> <p>April 2009</p>	<p style="text-align: center;">○</p>	<p>Student Government \$5000 annually for celebrations S. Goo to work with Harold Tanaka S. Goo \$1000 for incentives Cindy Werkmeister Circle Team Unknown \$\$ amount (relook at for future budgeting) Circle Team</p>	