

# School Timeliness Research Project

Jefferson Elementary, April 2011

## Objectives:

- Communicate with parents regarding the importance of regular and punctual school attendance
- Provide teachers with resources and strategies to increase on-time school attendance
- Identify strategies that prove most effective in ensuring students arrive to school on time regularly
- Inform decision making regarding tardy procedures for the 2011-2012 school year

## Description:

In order to identify the strategies that are most effective in reducing the rate of tardiness for targeted students, each of the three 3<sup>rd</sup> grade classroom teachers will employ different methods to addressing tardies.

## Target Audience:

Students whom have accumulated 12 or more tardies to date for the 2010-2011 school, and the parents/guardians of those students, will be targeted for this research project.

## Duration:

April 18 – May 20, 2011 (5 weeks)

## Implementation:

- Classroom Teachers: Regular and direct contact with parents utilizing specified strategies
- Social Worker and Communities In Schools: Provide support to parents and students as needed; regular and direct contact with students
- MTSS Family Engagement Facilitators: Provide training and resources to teachers; compile data; share findings with Jefferson administration; offer recommendations for 2011-2012 school year

## Documentation:

- Parent Contact Sheet will be maintained for each of the targeted students for the duration of the 6 week period
- Post-Assessment will be completed for each of the targeted students at the end of the 6 week period
- Attendance Records for each of the targeted students will be utilized to evaluate effectiveness of individual strategies

## Resources:

- Every Minute Counts Informational Flyer
- Parent Contact Sheet
- Sample Script for talking to parents about tardies
- Multilingual Education Services training
- Connecting With Families Information Sheet
- Best Practices for Electronic Communication
- Positive Postcards
- Helpful Spanish Words and Phrases
- PTA National Standards for Family Partnerships
- Post-Assessment



Classroom Teachers		
<p><b>Ms. Keith</b> <i>4 students targeted</i></p> <ul style="list-style-type: none"> <li>• Send the Every Minute Counts flyer home with all students in the class during Week 1</li> <li>• Make weekly positive contacts with the each family of targeted students; <i>the purpose of the positive contact is relationship building and should not specifically address tardies</i></li> <li>• Maintain a Parent Contact Sheet for each of the targeted students</li> <li>• Complete a Post-Assessment for each of the targeted students</li> </ul>	<p><b>Ms. Mauk</b> <i>6 students targeted</i></p> <ul style="list-style-type: none"> <li>• Send the Every Minute Counts flyer home with all students in the class during Week 1</li> <li>• Have an open, honest conversation about tardies with the parent/guardian of each of the targeted students during Week 1; <i>conversations should remain positive and not seem punitive (Script provided)</i></li> <li>• Determine root causes of tardies and offer support when appropriate; <i>collaboration with Social Worker and Communities In Schools will be beneficial</i></li> <li>• Provide a weekly attendance update to parents of each of the targeted students</li> <li>• Maintain a Parent Contact Sheet for each of the targeted students</li> <li>• Complete a Post-Assessment for each of the targeted students</li> </ul>	<p><b>Ms. Ellis</b> <i>9 students targeted</i></p> <ul style="list-style-type: none"> <li>• Send the Every Minute Counts flyer home with all students in the class during Week 1</li> <li>• Make a positive contact with parent/guardian of targeted students each day the student arrives on time; <i>the positive contact should specifically address the student arriving to school on time</i></li> <li>• Maintain a Parent Contact Sheet for each of the targeted students</li> <li>• Complete a Post-Assessment for each of the targeted students</li> </ul>
Social Worker/Communities In Schools		
<p><b>The Social Worker and Communities In Schools may choose to do any combination of the following:</b></p> <ul style="list-style-type: none"> <li>• Communicate regularly with classroom teachers in order to connect targeted students and families to resources</li> <li>• Establish “Sunshine Club” with students; daily contact with students to offer positive reinforcement for being on time (may also utilize incentives)</li> <li>• Coordinate sessions for targeted students to make positive posters about punctuality and attendance to hang in school entryway</li> <li>• Maintain documentation of tardy-related contacts with students and families</li> <li>• Targeted Coffee at the Curb that starts at 9:00 AM ; single event or weekly</li> <li>• Facilitate weekly Life Skills group with targeted students (ex: time management, punctuality, etc.)</li> <li>• Collaborate with classroom teachers to organize a parent meeting for families of targeted students to communicate the importance of being on time and offer tips and support</li> <li>• Partner with area businesses, churches and/or organizations to support this effort (ex: provide funding for incentives for students and families)</li> </ul>		

