

Timeliness Support for Staff, Parents & Students

ORGANIZATION

It is recommended that a small group be appointed to lead the timeliness initiative in the school. This group may be the Family Engagement Team, a sub-group within the Family Engagement Team or group separate from the Family Engagement Team. The responsibilities of this group would include:

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| <ul style="list-style-type: none"> Determining school-wide timeliness expectations Communicating timeliness expectations with school staff Leading professional development in relation to timeliness initiative Compiling results from staff and parent surveys administered in relation to professional development and timeliness initiative | <ul style="list-style-type: none"> Using data to drive and evaluate timeliness efforts Communicating timeliness data with school staff Reviewing Parent Contact Record Sheets, Timeliness Quarterly Evaluations and attendance reports on a quarterly basis; adjusting efforts as needed Reviewing Timeliness Mid-Year & Post Assessments; adjusting efforts as needed |
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Within MTSS, support and intervention are offered to students through the ALL, SOME, FEW model. It is recommended that attendance and timeliness support follow the same guidelines.

	PARENT SUPPORT	STUDENT SUPPORT
All	<ul style="list-style-type: none"> Positive Postcard (before school starts) 1 positive contact/quarter Timeliness expectations clearly communicated (Orientation DVD) Every Minute Counts flyer (or other timeliness information) Parent incentives for timeliness 	<ul style="list-style-type: none"> Timeliness expectations clearly communicated Time management, timeliness, organizational skills lessons; may be integrated into existing Language Arts lessons, used for math/graphing activities, incorporated into daily routines, etc.) Student incentives for timeliness
Some	<ul style="list-style-type: none"> Porch Visits to Kindergarten, Tier 2, and Tier 3 students (before school starts) Teacher contact to address tardies -> discover cause to offer support/connect with resources Orientation for incoming parents and students throughout the year; DVD, face-to-face, Positive Postcard 	<ul style="list-style-type: none"> Porch Visits to Kindergarten, Tier 2, and Tier 3 students (before school starts) Teacher contact to address tardies -> discover cause to offer support/connect with resources Sunshine Club or other weekly incentive program
Few	<ul style="list-style-type: none"> Principal contact to address tardies -> offer support, connect with resources Weekly to biweekly positive notes/timeliness updates from teacher to parents Family Intervention Team Referral 	<ul style="list-style-type: none"> Principal contact to address tardies -> offer support, connect with resources Life Skills Student Group; focus on time management, timeliness and organizational skills

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	STAFF SUPPORT & RESPONSIBILITIES	RESOURCES AVAILABLE
Professional Development	<p>The following Professional Development topics and modules are recommendations for ALL staff:</p> <ul style="list-style-type: none"> • Porch Visits (August) • Positive Postcards (August) • Multilingual Education Services (August) • Effective Communication in Challenging Situations (August) • Power of Partnerships (Quarterly) <ul style="list-style-type: none"> ◦ Chapter 1: What a Partnership Looks Like ◦ Chapter 2: Core Beliefs ◦ Chapter 3: The How ◦ Chapter 4: Linking to Learning <p>Optional:</p> <ul style="list-style-type: none"> • Effective Communication PD and activities • Beyond the Bake Sale Book Study (whole staff or FE Team) • Designate FE Staff Development as a required evening event 	<ul style="list-style-type: none"> • Porch Visits <ul style="list-style-type: none"> ◦ WPS Portal -> District Portal Sites -> Family Engagement -> Porch Visits -> Professional Development ◦ http://familyengagement.weebly.com/porch-visit-pd.html ◦ Parent Teacher Resources, 412 S. Main • Positive Postcards <ul style="list-style-type: none"> ◦ WPS Portal -> District Portal Sites -> Family Engagement -> Communication -> Written Communication -> Positive Postcards ◦ http://familyengagement.weebly.com/positive-postcards.html ◦ Parent Teacher Resources, 412 S. Main • Multilingual Education Services Contact Cards (provided) • Effective Communication in Challenging Situation (provided) • Power of Partnerships resource binder (provided) • PTA National Standards for Family-School Partnerships Posters (provided) • Effective Communication <ul style="list-style-type: none"> ◦ WPS Portal -> District Portal Sites -> Family Engagement -> Communication ◦ http://familyengagement.weebly.com/communication.html • Beyond the Bake Sale by Henderson, Mapp, Johnson and Davies
Data	<p>The following Data is recommended to drive and evaluate efforts:</p> <ul style="list-style-type: none"> • 2010-2011 attendance reports; to determine targeted students • Quarterly attendance reports for current year • Parent Contact Record Sheets; reviewed with grade level teams and submitted to principal quarterly • Quarterly Evaluations; completed on Tier 2 and Tier 3 students, reviewed with grade level team and submitted to principal quarterly • Mid-Year & Post Assessments; completed on Tier 2 and Tier 3 Students mid-year and at the end of the school year <p>Optional</p> <ul style="list-style-type: none"> • Survey staffs in correlation with Power of Partnerships professional development • Administer Climate Survey to parents -> process results and respond through FE Team 	<ul style="list-style-type: none"> • Parent Contact Record Sheet (provided) • Timeliness Quarterly Evaluation (provided) • Timeliness Mid-Year & Post Assessment (provided) • Power of Partnerships Resource Binder; Resources Section (provided) <ul style="list-style-type: none"> ◦ How Family Friendly Is Your School? ◦ How Closely Is Your School's Parent Involvement Program Linked to Student Learning? ◦ How Well Is Your School Bridging Racial, Class and Cultural Differences? ◦ How Well Does Your School Support Parents as Advocates? • Climate Survey <ul style="list-style-type: none"> ◦ WPS Portal -> District Portal Sites -> Family Engagement -> Communication -> Written Communication -> School Climate Survey ◦ http://familyengagement.weebly.com/school-climate-survey.html