

## The HKMS On-Time Arrival Training & Intervention

*“Middle school **attendance** and GPA provide the best indication of how students will perform in high school classes. These are better indicators than test scores or background characteristics, such as race and neighborhood poverty level, for identifying which students are at risk of failing ninth-grade classes or earning low grades in high school (Allensworth, et al., p. 1, 2014, [link](#)).*

Being punctual is an important life skill for success in school and everything that follows. Middle school is a time of growing independence and is a great time for students to take more responsibility for their on-time arrival to school each morning. In an effort to support our students in developing the executive functioning skills to manage their routines and decision-making, we have created a tiered intervention plan regarding late arrivals to school.

Skills Addressed by this Plan:

- Self-management
- Responsible Decision Making
- Organization
- Communication

### On-Time Training Plan at HKMS

|        | Intervention   |
|--------|--|
| Tier 1 | Student Check-In Meeting with Member of the Counseling Team  |
| Tier 2 | Member of the Counseling team holds a meeting with the student and parents to troubleshoot morning impediments to on-time arrival-Parents can be on the speaker phone for this meeting |
| Tier 3 | School Administrator Issues 1 Before school On Time Training Session requiring a 7:25am arrival.   |
| Tier 4 | School Administrator Issues 2 Before school On Time Training Sessions requiring a 7:25am arrival   |
| Tier 5 | Students and Parents meet with the Principal and Assistant Principal to discuss the time missed from school and create a more intense plan of support.                                 |

## **For Your Reference:**

### **Tardiness Guidelines:**

- Any student arriving to their morning meeting classroom after 8:05 is considered tardy.
- Tardys are only excused if given prior written permission from the office or if there is an emergency.
- Chronic tardiness results in consequences such as before school detention.

### **Early Dismissal Guidelines:**

- Early Dismissals should be avoided.
- To avoid interfering with the bus line or further disrupting the orderly operation of the school there is an early dismissal “blackout period” from 2:30 - 2:50 (barring an emergency).

