

Hello Franklin Families!

At Franklin Middle School, we guide and develop life-long learners who use knowledge and skills to positively impact our diverse world. One skill we want our students to learn is to be on time and ready to learn in class. Effective immediately, we will be implementing a school wide on time policy as follows:

**First 10 minutes:** all students will be expected to be in class for the 1st ten minutes of each class. Locker, bathroom, and bubbler visits will need to be done during passing time or after the 1st 10 minutes.

**Universal Classroom Tardy Intervention** (This intervention is done in every class. Students could be at the universal intervention level in multiple classes at the same time.)

**Tardy One**

- Student Warning

**Tardy Two**

- Problem solving conversation with teacher

**Tardy Three and each additional tardy:**

- Phone call home and 15 minute get caught up time with teacher

**Tier 2 Tardy Interventions**

**Tardy Ten**

- Problem solving with Mr. Thomas, ROARS lunch table 1 week

**Tardy Fifteen**

- Problem solving with Mr. Thomas & parent, ROARS lunch table 1 week

**Tardy Twenty five**

- Call home to set up a parent meeting/shadow, ROARS lunch table 1 week

\*The ROARS lunch table is a designated area in the Bistro for students who have reached the tier II intervention level.\*

**In addition, if students refuse to go to class:**

An identified administrator will process with the student, contact parents, and complete the re-entry process.

**Initial process:**

1. Engage with the student to identify why they are not going to class.
2. Notify parents with the student present, to inform them that their child is in the office because they are refusing to go to class. This is their warning that they need to be in class learning.
3. Let parents know of next steps: If their child refuses again, parents will be called and the student will be sent home the remainder of that day. Attendance will be documented as OSS.
4. Parents will need to bring their child to school the next day for a re-entry meeting where a plan will be created to ensure student success.

**Late Entry:**

Students will be marked tardy (TUX) in Infinite Campus each hour they are late. Please check your student's infinite campus to check your child's attendance.