**Tardy Meeting Agenda/Preparation**

**Preparation:** Email, flyers in boxes, face to face

Invite all 10th grade + extra teachers as tardy data reveals tardiness is heavily concentrated in 10th grade

Meeting Agenda/Frame

**Refreshments**\*

Arrange desks in groups to encourage group discussion

Introductions

**Meeting**

I. **PowerPoint** with accurate up to date data – address the problem at Hawthorne High School with visuals

Slide 1- Picture of tardy line and stack of tardy slips titled –*the problem*

Slide 2- Data stats to reflect details of the image

Slide 3- Directions for Discussion PT I- how does this effect classrooms?

Slide 4- 2 quotes from scholarly articles about how tardiness affects students’ titled- *Why this matters*

Slide 5- Directions for Discussion PT II- current practices/ideas

Slide 6- Closing- Follow Up – Document Teacher Ideas and put them into teacher mailboxes.

**II. Discussion- testimonial -** Use big sticky sheets of paper in order to document ideas/solutions.

PT I. (How has tardiness affect your class?)

Share with group, write list on left side of poster-5 min

Share Out- 3 min

PT II. How can tardies be minimized? (current practices/ideas)

Share with group, write list on left side of poster -5min

Share out- 3 min

**III. Introduce the given tools (go over each tool in detail)**.

Brief overview of tools-5min

**IV. Feedback:** Hand out teacher survey in order to indicate whether the PD was helpful or not.

**Resources Needed:** – Refreshments, Sticky Sheets, Copies of Tools, Copies of Surveys, Copies of Agenda, Markers for Posters, Pens