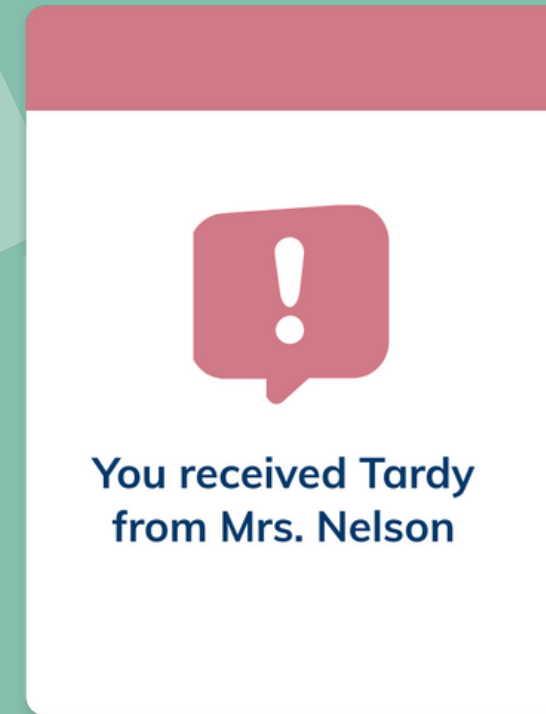




# Managing & Reducing Tardies with Minga

Creating a clear and consistent truancy program to cut down admin work and improve accountability

MINGA 6.10.0



# WHERE TO **START?**

Tardiness is a major issue at nearly every middle and high school we work with. It disrupts the classroom, impacts academic performance and creates negative habits that may persist into adulthood. It's gotten to the point where many administrators feel it is an insurmountable obstacle but at Minga, we've been developing systems and processes to help.

## **HOW MINGA CAN HELP**

Minga provides easy and fast Digital ID scanning for Tardy Check Ins, automatically recording Tardies from any mobile or desktop device.

Minga can automatically issue consequences to students, based on a progressive framework of your choosing. Warnings, Consequences and Notifications are automatically and instantly sent to students, parents and admins based on behavior thresholds set by you.

Centralize your tardy reporting to completely take monitoring tardies and issuing consequences off your teachers desks. With a closed door policy after the bell rings, Tardy Hall Passes can be automatically assigned to students as they check in. All your teachers then need to do is confirm students have a Hall Pass when they arrive to class, no updating of the attendance book necessary, as it's all taken care of centrally.

**SINGLE SCAN CHECK INS**

**AUTOMATED HALL PASSES**

**AUTOMATED CONSEQUENCES**

**SIS RECONCILIATION**

**AUTOMATED NOTIFICATIONS TO STUDENTS, PARENTS AND ADMINS**

**CLEAR AND CONSISTENT WORKFLOWS**

# FOLLOW **THESE STEPS**

1

**DEFINE YOUR  
TARDY POLICY**

2

**CHOOSE  
HOW TARDIES  
ARE RECORDED**

3

**SET UP MINGA**

4

**IMPLEMENTATION  
ON CAMPUS**

5

**RECONCILIATION  
WITH SIS**

1

Define your  
Tardy Policy

# DEFINE THE TARDY POLICY

## Define your expectations

### WHAT IS A TARDY?

To define a Tardy policy, we need to first define and share with students exactly what constitutes a Tardy.

### WHAT DO STUDENTS DO WHEN THEY ARE TARDY?

Define the expectations you have for your students. Where do they go to check in when they are late?

## Define your Progressive Consequence Framework

### WHAT HAPPENS WHEN STUDENTS ARE TARDY?

Communicating and enforcing a clear and consistent consequence framework helps students understand the consequences to their actions and develop better habits and routines.

This involves a series of escalating interventions or consequences, designed to be proportionate to the severity and frequency of the tardiness.

## Minga High School Tardy Policy



**When the bell rings,**  
All students must be seated in class.



**If a student is late,**  
Students must **Check In - Tardy** at a Tardy Station or with a Campus Supervisor and receive a digital Tardy Pass **BEFORE** you are admitted to class.



**Tardy Consequences**  
Tardies are subject to the following consequences. Tardy counting is reset at the beginning of each semester.

1st - 3rd Tardy	Student Warning
4th - 5th Tardy	Student Warning with Parent Notification
6th - 10th Tardy	Lunch Detention and Tardiness Intervention & Reflection
10th - 15th Tardy	After School Detention
16th Tardy	ISS and Mandatory Parent Conference

# DEFINE THE TARDY POLICY

## What makes a good policy?

A clear and consistent Tardy Policy, when implemented effectively, will play a crucial role in fostering punctuality and responsibility among your students.

By promoting a supportive and nurturing environment, schools can empower their students to become responsible and punctual individuals who are better equipped for success in their academic and professional lives.

### Clarity

Clearly define expectations about being in class on-time, what constitutes a TARDY, and the consequence framework.

### Consistency

Implement the policy and consequence framework consistently across campus, in every classroom, with every student and teacher.

### Communication

The expectations, programs and policies must be clearly and effectively communicated to staff and students.

## Resources

At Minga we work closely with schools and thought leaders in education to develop systems and processes to help you create customized programs for your communities.

Please feel free to explore some of these resources on Tardiness in High Schools below.

[TARDINESS REFLECTION WORKSHEET](#)

[WHAT IS PROGRESSIVE DISCIPLINE? AN OVERVIEW FOR SCHOOL LEADERS](#)

[TAMING THE TARDIES - EVERY MINUTE COUNTS](#)

[RESEARCHGATE - SCHOOLWIDE INTERVENTION TO REDUCE CHRONIC TARDINESS AT THE MIDDLE AND HIGH SCHOOL LEVELS](#)



# 2

Choose how Tardies  
are recorded

# HOW ARE TARDIES RECORDED?

## Method A: Centralized - by Minga

Students check in at the office or a Tardy Station and tardies are recorded centrally.

1. Bell Rings & Classroom door is closed
2. Tardy students CHECK IN at a central location and are scanned / recorded
  - a. Tardy is automatically recorded in Minga
  - b. Tardy Hall Pass is automatically generated for student
  - c. Consequences are automatically assigned based on tardy policy thresholds
  - d. Instant notifications are sent to students / admin / parents
3. Student shows teacher Tardy Hall Pass to enter class (teacher does not need to update the attendance book)
4. Upload / reconcile Tardies from Minga into attendance book / SIS

### Pros

Consistent tardy policy and process across the entire campus. This results in improved accountability for students and staff

Reduce work required by teachers in the classroom and reduced interruption to classroom instruction

Instant consequences & notifications

### Cons

Tardy data must be synchronized with the attendance book daily

Timing must be aligned with automated absence calling / notifications

Time for students to check in at a central tardy station

## Method B: In class - by Teacher

Tardies are recorded in the classroom by the teacher into Student Information System.

1. Bell Rings
2. Teacher marks students Tardy in attendance book as they arrive late
3. Tardies are exported from SIS each day and imported into Minga
  - a. Consequences are automatically assigned based on tardy policy thresholds after import
  - b. Notifications are then sent to students / admin / parents

### Pros

Classroom workflow that admin / teachers / students are already used to

Tardies do not need to be synchronized with your SIS

Students can go directly to class when late, instead of to a tardy station

### Cons

Updating attendance book is disruptive to instruction time

Inconsistent classroom workflows between teachers results in lower student accountability

Consequences and notifications are only sent after manual import into Minga

3

Set up

Minga

# SET UP MINGA

## Method A: Centralized - by Minga

When Minga is used as part of a centralized workflow, a single Check In scan of a Tardy student ID as they arrive will trigger a number of automations.

These all need to be set up in Minga prior to implementation:

- **Tardy Behavior**
  - *Automatically reported after the student checks in*
- **Consequences & Automations**
  - *Automatically and instantly issue consequences such as warnings, notifications and detentions to students upon a tardy behavior threshold being met*
- **Tardy Hall Pass**
  - *Automatically assigned to the student to enter class*
- **Tardy Check In**
  - *This Check In reason will be linked to the Tardy Behavior and Hall Pass to trigger those automations upon Check In*

Follow the set up instructions for each item on the following pages.

## Method B: In class - by Teacher

When Tardies are recorded into your SIS by teachers, in order to effectively report tardies and issue consequences automatically, the tardies will need to be exported from your SIS and imported into Minga.

After import, automated consequences can be triggered. These will need to be set up in Minga prior to implementation:

- **Tardy Behavior**
  - *Automatically reported after the student checks in*
- **Consequences & Automations**
  - *Automatically and instantly issue consequences such as warnings, notifications and detentions to students upon a tardy behavior threshold being met*

Tardy Hall Pass & Check In is not required for Method B if tardies are being reported directly into your SIS by teachers.

Follow the set up instructions for each item on the following pages.

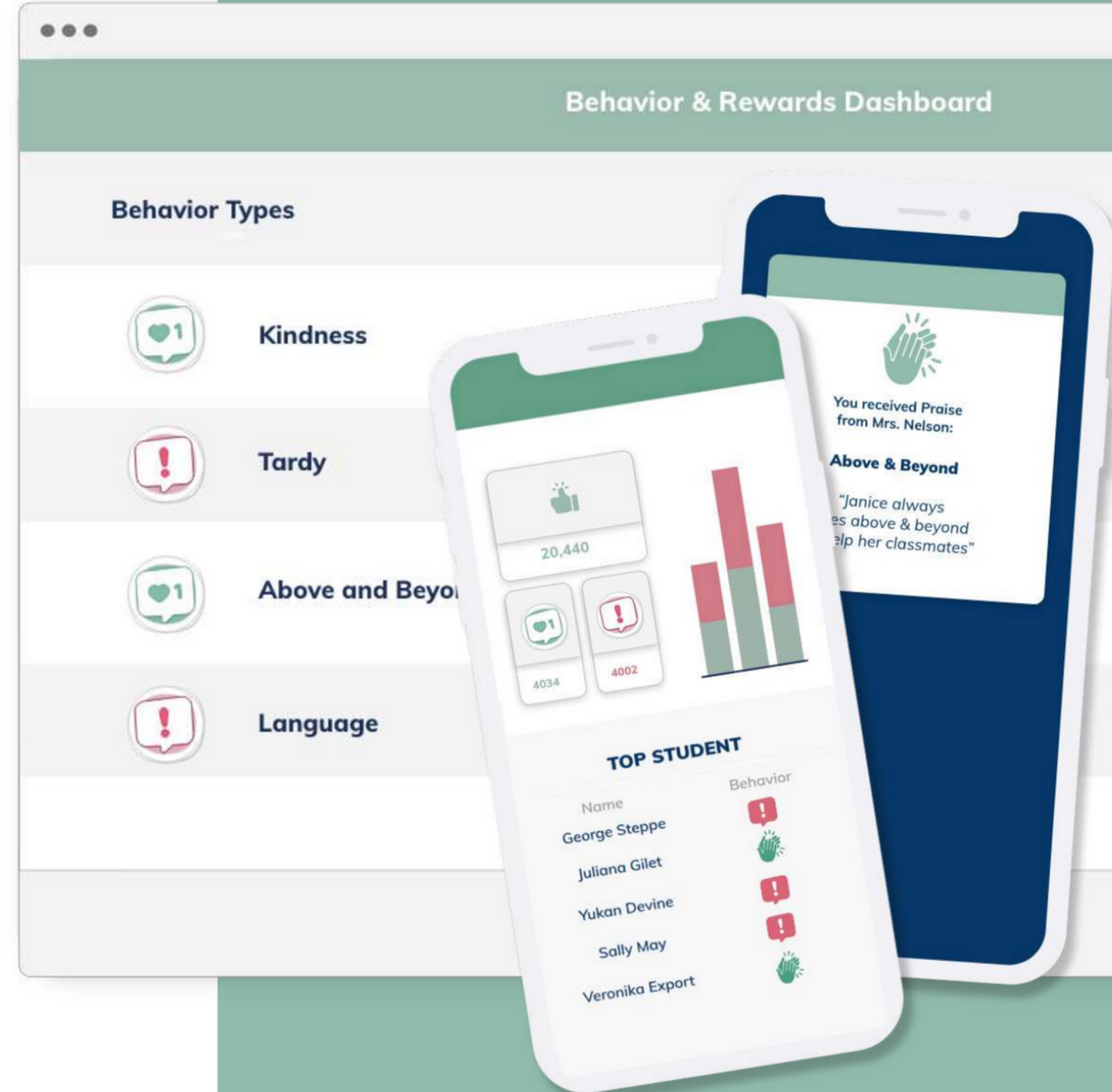
# SET UP MINGA

## Set up Tardy Behavior

Log into Minga at [app.minga.io](https://app.minga.io). You must be an Owner or Manager in Minga to complete these steps.

1. Set up your Tardy Behavior
  - a. Go to Behavior Manager > Types
2. Ensure you have a Tardy Behavior set to ACTIVE
3. Turn OFF any auto-assigned Hall passes and notifications here - we will set these up in your Consequences and Check In Reasons

Set Up Behaviors

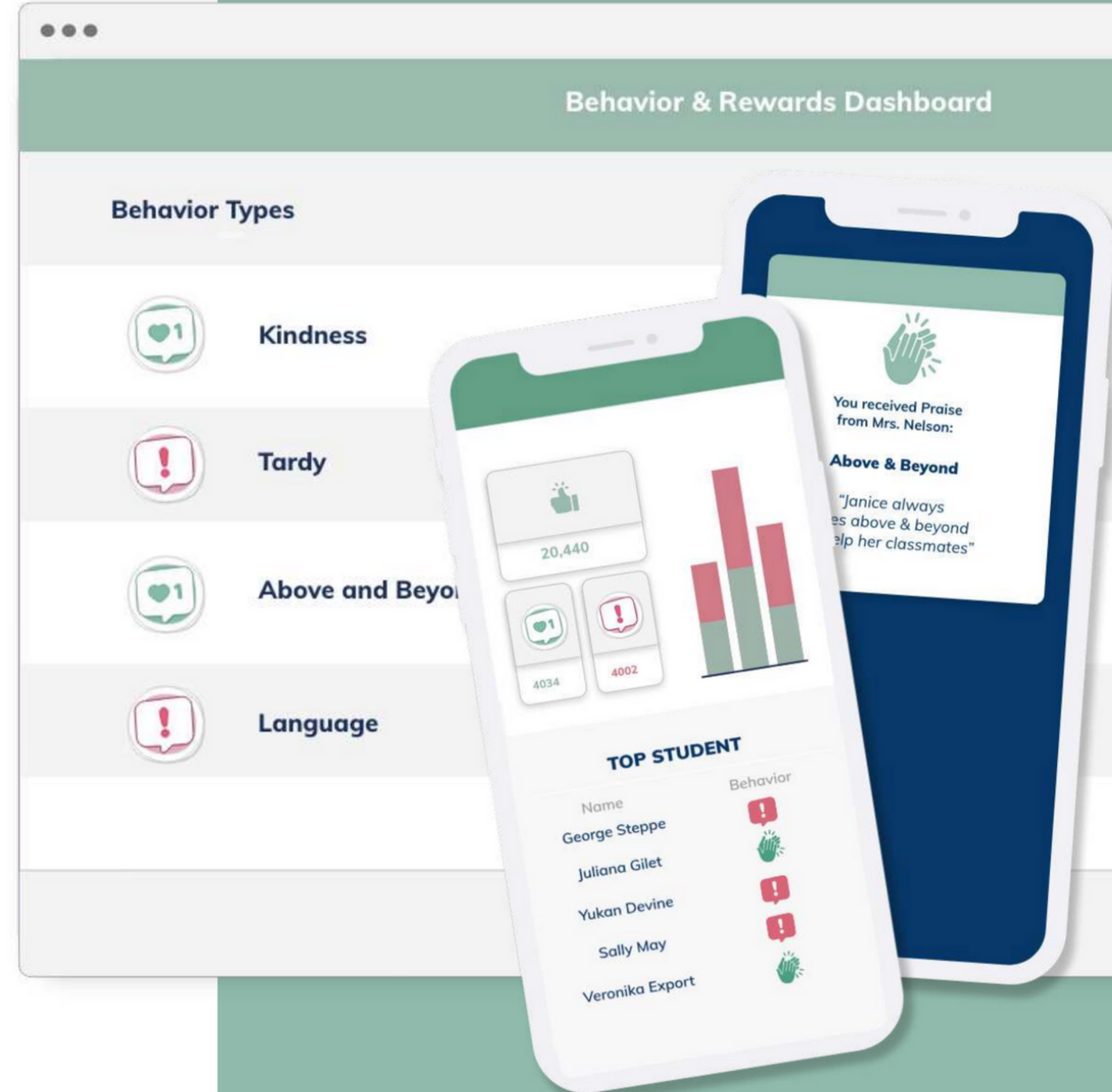


# SET UP MINGA

## Set up Consequences & Automations

1. Create your Consequences
  - a. From Behavior Manager > Types click Create > Consequence
  - b. Choose Guidance
  - c. Select Consequence Type (detentions require completion by check in)
  - d. Enable notifications as needed
2. Create your Automations
  - a. From Behavior Manager > Types click Create > Automation
  - b. Select Consequence to assign
  - c. Select Tardy from Behaviors
  - d. Set Behavior threshold (i.e. 3 = after 3 tardies the consequence is assigned)

Set Up Consequences & Automations



# SET UP MINGA

## Set up your Tardy Hall Pass

Required for Method A only.

We recommend you assign a Tardy Hall Pass to students when they Check In late, this will be visually checked by teachers when the student arrives to class to confirm they have checked in.

1. Go to Hall Pass Manager > Types
2. Select the edit pencil on the default Tardy Pass or Create your own custom pass
3. Set a default pass time - this will limit the length of the Hall Pass
4. Enable ignore limits if you have blackout periods set for the beginning of your lesson periods

**Set Up Hall Passes**



# SET UP MINGA

## Set up your Check In Reason

Required for Method A only.

Tardy Students can be checked in at a central location, or by a roaming hall monitor, via a Check In Reason by a member of your staff.

The staff member will scan the student's digital ID. This is done from inside the MINGA app or web browser via a mobile device or a computer with a barcode reader connected. This Check In will trigger automated Hall Passes, Behavior Reporting and Consequences.

### Set up your Tardy Check In Reason

1. Go to Check In Manager > Reasons
2. Click Create Reason
3. Enter an appropriate name and select color
4. Select Students and Student Leaders from roles
5. Auto Assign Behavior
  - a. Select Tardy Behavior
6. Auto Assign Hall Pass
  - a. Select Tardy Hall Pass

Set Up Check In





4

**Implementation**

# IMPLEMENTATION

## Method A - Centralized Tardy Check Ins

Now you have set up your behaviors, consequences and automations, along with the Tardy Check In and Hall Pass, you are ready to start checking in.



### Set up Check In Stations

Set up one or multiple central check in stations. Computers with barcode readers or roaming hallway monitors with mobile devices.

### Assign a Check In

From Teacher tools, tap on Assign a Check-In and choose your Tardy reason.

Choose **SCAN** to use a barcode reader or **CAMERA** to use a mobile device camera to scan the student's Digital ID Card.

### Closed door policy

Tardy students now must show teachers their auto-assigned Tardy Hall pass on their Digital ID to get access to their class after the bell.

No further action required by teacher.

### Export Tardy Data to SIS

Export your daily Tardy Report from the **BEHAVIOR MANAGER DASHBOARD**.

Click on the Tardy Behavior to view the history report for today. Click Export and upload the CSV into your SIS.

# IMPLEMENTATION

## Method B - Teacher records tardies into SIS

If you would like the benefits of automating consequences, while still reporting Tardies into your SIS directly, follow our alternate method.

1



### Report Tardies in SIS

Teachers take attendance and monitor tardies as they normally would, directly into your SIS.

Admin need to export the file of your student tardies at the end of the day.

2

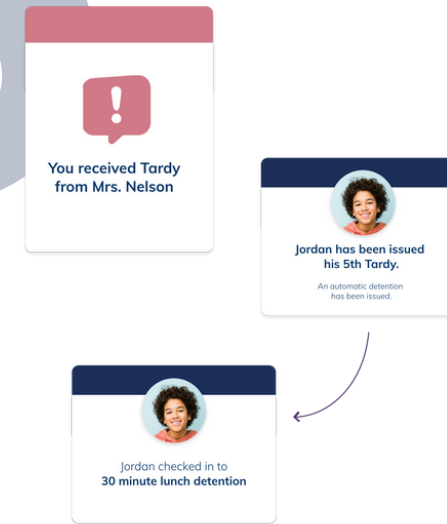


### Bulk Assign Tardies

At the end of the day. Admin sign into Minga and in Teacher tools, tap on **Assign a Guidance** and select the **Tardy Behavior**.

Admin Upload the spreadsheet of tardies - student numbers required.

3



### Automated consequences

After behaviors are imported, notifications will be sent out to students and automated consequences, admin and parent notifications will activate.

5

## Completing Consequences

# Complete consequences via Check Ins

Consequences can also be completed automatically by scanning a student's ID as they arrive with a Check In.

To complete a detention via a Check In:

- Go to Check In Manager > Reasons
- Create a Check In Reason - for example 'Lunch Detention'
- Set Restrictions
- Set Auto Complete Most Outstanding Consequence to appropriate consequence
  - Only one type of consequence can be chosen. You must create different Check Ins for different types of consequence (i.e *Lunch Detentions*, *After School Detentions*, *Saturday school*)
- Enable 'Allow multiple Check Ins' if students may check in more than once per day

The screenshot shows the 'Edit Reason' form for 'Lunch Detention'. The form includes fields for Name, Color, Icon, Points awarded or subtracted (optional), Reason restrictions, Select restriction, Select Role(s), Auto Assign Behavior, Auto Assign Hall Pass, Auto Complete Most Outstanding Consequence, Track absentees, Apply no access filter (?), Allow multiple check ins, and Allow self check in. The 'Auto Complete Most Outstanding Consequence' is set to 'Lunch Detention'. The 'Allow multiple check ins' toggle is turned on. The 'View QR Code' button is visible. The bottom of the form has 'Delete' and 'Save' buttons.

**Edit Reason**

Name: Lunch Detention

Color: [Blue Box]

Icon: [Warning Icon]

Points awarded or subtracted (optional): 0

**Reason restrictions**  
Limit who can check in with this reason

Select restriction: Role

Select Role(s): Student X Student Leader X

Auto Assign Behavior: [Dropdown]

Auto Assign Hall Pass: [Dropdown]

Auto Complete Most Outstanding Consequence: Lunch Detention

Track absentees: [Toggle Off]

Apply no access filter (?): [Toggle Off]

Allow multiple check ins: [Toggle On]

Allow self check in: [Toggle Off]

View QR Code

Delete Save

# Review and manually complete consequences

<input type="checkbox"/>	Status	Name	ID Number	Grade	Role	Consequence	Category	Type	Assigned by	Assigned Date	Assigned Time	Due Day
<input type="checkbox"/>	Not completed	Lou Phillips	—	11	S	2 Day ISS	Guidance	Referral	Tardy Policy	Jan 10, 2024	01:44 PM	Jan 16, 2024
<input type="checkbox"/>	Not completed	Lou Phillips	—	11	S	Mandatory Parent...	Guidance	Referral	Tardy Policy	Jan 10, 2024	01:44 PM	Jan 17, 2024
<input type="checkbox"/>	Not completed	Louanne Lemon	—	11	S	2 Day ISS	Guidance	Referral	Tardy Policy	Jan 10, 2024	01:44 PM	Jan 16, 2024
<input type="checkbox"/>	Not completed	Louanne Lemon	—	11	S	Mandatory Parent...	Guidance	Referral	Tardy Policy	Jan 10, 2024	01:44 PM	Jan 17, 2024
<input type="checkbox"/>	Not completed	Lou Phillips	—	11	S	4 hour Saturday Detention	Guidance	Detention	Tardy Policy	Jan 10, 2024	01:43 PM	Feb 21, 2024
<input type="checkbox"/>	Not completed	Louanne Lemon	—	11	S	4 hour Saturday Detention	Guidance	Detention	Tardy Policy	Jan 10, 2024	01:43 PM	Feb 21, 2024
<input type="checkbox"/>	Not completed	Lou Phillips	—	11	S	2 hour After School Detention	Guidance	Detention	Tardy Policy	Jan 10, 2024	01:43 PM	Jan 31, 2024
<input type="checkbox"/>	Not completed	Louanne Lemon	—	11	S	2 hour After School Detention	Guidance	Detention	Tardy Policy	Jan 10, 2024	01:43 PM	Jan 31, 2024

Review a summary and status of your consequences in the Reports tab. Choose ‘Consequence History’ and desired date range.

Here you can see all consequences and their status and mark detentions as ‘Complete’ once completed.



You can further filter the report by category type, consequence status and consequence type to monitor and streamline your behavior program.

6

## SIS Reconciliation

# SIS Reconciliation

## Method A: Centralized - by Minga

When Tardies are reported directly into Minga, you may want to export the Tardy data from Minga and import into your SIS.

This import will need to be done prior to truancy phone calls going out to parents.

To export from Minga:

1. Go to Behavior Manager
2. Click on the Tardy Behavior in the dashboard for today's data
  - a.Or, go to Reports and select Behavior History from the top left drop down and filter by date
3. Click Export List

## Method B: In class - by Teacher

When Tardies are reported directly into your SIS, in order to see detailed reporting and to trigger automated consequences and notifications, Tardies will need to be exported from your SIS and imported into Minga.

This import should be done every day. Notifications and consequences will only trigger for students when the tardies are imported.

To Import into Minga:

1. Go to Teacher Tools
2. Click on Assign a Praise
3. Click on Tardy Behavior
4. Click on the upload icon
5. Select your exported file of tardies - this must include student ID numbers
6. Click Select All
7. Click Add
8. Go to Behavior Manager > Reports to see all reported behaviors and triggered consequences