

## TARDY POLICY

Students are responsible for arriving to school on time and to each class throughout the day. Students have 6 minutes between classes to take care of their personal needs and report to class.

Students who are late to school must report directly to the auditorium. Tardy students are required to bring a note from a parent or guardian explaining the reason for their tardiness. The Assistant Principal(s) will determine if the tardy is excused or unexcused. The Assistant Principal will issue disciplinary action to students with unexcused tardies.

**A hall sweep will be conducted every day by the administrators for students late to school. The following consequences will be issued as a result.**

- ♦ 1<sup>st</sup> Tardy – 1 day detention
- ♦ 2<sup>nd</sup> tardy – 2 days detention
- ♦ 3<sup>rd</sup> tardy – 3 days detention
- ♦ 4<sup>th</sup> tardy - Saturday Detention
- ♦ 5<sup>th</sup> tardy – 1 day of ALC
- ♦ 6<sup>th</sup> tardy - 2 days of ALC
- ♦ 7<sup>th</sup> tardy – 3 days of ALC
- ♦ 8<sup>th</sup> tardy - 1 day suspension
- ♦ 9<sup>th</sup> tardy - 2 days suspension
- ♦ 10<sup>th</sup> tardy – 3 days suspension
- ♦ Subsequent tardies will result in possible referral to alternative education program.

**A student's tardy to any other class will result in the following procedure:**

**Tardy to A2-A4/B2-B4 will be issued by the classroom teachers**

- ♦ 1<sup>st</sup> tardy to A2-A4/B2-B4 is a warning.
- ♦ 2<sup>nd</sup> tardy to A2-A4/B2-B4 is also a warning.
- ♦ 3<sup>rd</sup> tardy to A2-A4/B2-B4, the student will receive one mandatory after school detention.
- ♦ 4<sup>th</sup> tardy to A2-A4/B2-B4, the student will receive one day of ALC.
- ♦ 5<sup>th</sup> tardy (and subsequent) to A2-A4/B2-B4, the teacher will refer student to the Assistant principal and forward documentation. The Assistant principal will assign mandatory in school suspension, suspension, referral to alternative school or any other appropriate disciplinary action determined by administrators.

Detention is held daily from 3:45 p.m. to 4:45p.m. and on Saturdays from 8:00 a.m. to 12:00 p.m. Wednesday detention is held from 4:00 pm to 5:00 pm.

The teacher will record the students' tardies and will notify parents after the third unexcused tardy to any class.

If a student fails to attend the assigned detention, the Assistant principal will place student in ALC, suspension, refer student to alternative school, or issue any other appropriate consequences as necessary.

Vocational students who are assigned to leave school early must do so as stated on their permits or face disciplinary action.