

Panthers On-Time!

Expectations for Class Arrival

Behavior Expectation: Be On-Time To Class

- All students must be in the classroom by the time the bell stops ringing. Students have 5 minutes to move in between classes and lunches.
- Students are expected to have a pass if their tardiness is excused. *They will not be allowed to go back and get a pass.*
- Teachers will use professional judgment to work with students who might have a legitimate reason for being late. Transitions from across the school are not an acceptable excuse.
- Teachers will make every effort to release students when the bell rings. If by chance they do keep a student after the bell, they will notify the next teacher via email or a written pass so that the tardy will be recorded as excused.
- For attendance purposes, students should always report to the main office for an office pass when arriving late to school.

1st unexcused tardy to class in the quarter *

Teacher records tardy in SIS.

Teacher reminds students of being on-time to class (warning).

2nd unexcused tardy to the same class in same quarter

Teacher records tardy in SIS.

Teacher reminds and reinforces the importance of responsibility of timeliness.

Teacher email/contacts parent/guardian.

3rd unexcused tardy to the same class in same quarter

Teacher records tardy in SIS.

Teacher completes student referral #1 and administrator will meet with the student.

Teacher email/contact parent/guardian and Administrator calls parent/guardian.

4th unexcused tardy to the same class in same quarter

Teacher records tardy in SIS.

Teacher completes student referral #2 and administrator contacts parents/guardians.

Unexcused Tardy Letter mailed home.

5th unexcused tardy to the same class in same quarter **

Teacher records tardy in SIS.

Teacher completes student referral #3 and administrator meets with student and completes a SIS entry for repeated behavior. If behavior is unchanged, administrator assigns student to after school detention for missed class time.

Student serves administrative detention.

* This policy applies to unexcused tardies to the same class during a quarter. Each quarter begins with a new tardy count. ** Students' hall privileges may be limited or revoked for a period of time if tardiness persists.

**Readiness. Respect.
Responsibility.**