

School-Wide Tardy Policy

Behavioral Expectation: Be On Time To Class

- All students must be in the classroom by the time the bell stops ringing.
- 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 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.
- Teachers will use professional judgment to work with students who might have a legitimate reason for being late. However, coming from PE class should not be the excuse.
- For attendance purposes, students should always report to the main office for an office pass when arriving late to school.
- **All parent notifications and consequences of tardies for 1st and 2nd period will be handled by Mr. Pawlowski & Ms. Delaney. Teachers should still enter the tardies in SIS.**

1st unexcused tardy to class in the quarter *	Teacher records tardy in SIS. Teacher warns student.
2nd unexcused tardy to the same class in same quarter	Teacher records tardy in SIS. Student completes teacher-designated consequence.
3rd unexcused tardy to the same class in same quarter	Teacher records tardy in SIS. Teacher notifies parent. Teacher submits referral to Mr. Estep. Mr. Pawlowski meets with student. Unexcused Tardy Letter #1 mailed home.
4th unexcused tardy to the same class in same quarter	Teacher records tardy in SIS. Teacher submits referral to Mr. Estep. Mr. Pawlowski contacts parent and meets with Student Mr. Pawlowski assigns after school ELO.
5th unexcused tardy to the same class in same quarter **	Teacher records tardy in SIS. Teacher submits referral to Mr. Estep. Mr. Pawlowski assigns after school ELO. Mr. Pawlowski notifies parent.
6th unexcused tardy to the same class in same quarter	Teacher records tardy in SIS. Teacher submits referral to Mr. Estep. Administrator notifies parent. Unexcused Tardy Letter #2 mailed home.
For each tardy in excess of 6	Teacher records tardy in SIS Teacher submits referral to Mr. Estep Mr. Pawlowski notifies parent Lunch detention is assigned in AIA

- * This policy applies to unexcused tardies to the same class during a quarter. At the start of each quarter the tardy count begins anew. However, if a student has excessive tardies to a number of classes in a quarter or over the year, a team may write a referral and or the administrator may decide not to begin the count again at the change of quarters.
- ** Times at which a student may go to his or her locker may be restricted if this seems to be an issue for getting to class on time.