

Tardy Practice

A tardy student is defined as any student who is not inside the classroom when the tardy bell rings. To address this occurrence, especially at the start of first hour, the Tardy Practices have been established.

Purpose

1. To reduce classroom interruptions caused by students arriving late to class.
2. To reduce the number of students loitering on campus.
3. To teach the "lifelong" skills of promptness.

Excused Tardies: Tardy students carrying a legitimate pass from a school staff member are to be excused. Only staff members or an administrator may excuse students tardy from one activity on campus to another.

A parent may excuse a tardy by physically signing them in at the attendance office up to **five** times per semester. After five, they will become unexcused. A phone call will not excuse a tardy. A tardy may be excused by the student bringing in a doctor note, a dental note, or a court note.

Unexcused Tardies: Unexcused tardies are dealt with under a procedure herein referred to as the TARDY SWEEP 1st period.

Unexcused tardies discipline procedure:

SWEEP: All unexcused tardies will report to the Sweep Room, E100, Lecture Hall.

1st Period Tardies:

1st period is the class that has the most tardies. To address this occurrence, our approach 1st period will be handled differently than the other class periods. Students who arrive to class after the final bell, with an **unexcused tardy**, will be sent to **1st period "Sweep."** Parents may excuse up to five 1st period tardies per semester. After that, they are considered unexcused and will follow the schedule for unexcused tardies. Students will remain in "sweep" for the duration of 1st period. "Sweep" is a consequence for being tardy.

A "swept" student **MUST** inform the classroom teacher of the tardy **THAT SAME DAY** or the make-up work may not be given to the student.

Students not in class due to being swept will be given the opportunity to make up missed work subject to the following conditions:

- It is done at the teacher's convenience.
- The make-up work should reflect the same competencies missed; however, it does not necessarily need to follow the same format. For example, a student who missed a true/false quiz may be given an essay quiz instead.
- Teachers will set reasonable deadlines for make-up work.

• **Periods 2,3,4,5**

- 1-3: Verbal Warning from Attendance Secretary.
- 4: one hour after school detention
- 5: two hours after school detention
- 6: three hours after school detention
- 7: On Campus Suspension. Parent contact from Administration.
- 8: On Campus Suspension. Parent contact from Administration.
- 9+: Off Campus Suspension. Parent contact from Administration.