

## **TARDY PROCEDURES - STAFF**

All students must report to school and class **ON TIME**. Tardy students create a disruption and a loss of instructional time. It is imperative that all staff members use the tardy policy consistently. When a student is tardy to your class, s/he will **LEGIBLY** sign the tardy log. Consequences are as follows:

- Each tardy = a day of Lunch Detention to be served the following school day when LD is in operation (There will be a short grace period at the beginning of each semester).
- Excessive tardies (several in a short period of time) = referral to an administrator

## **TARDY PROCEDURES - STUDENTS**

Students are expected to report **ON TIME** to school and to all classes. Students have 6 minutes to change from one class to another. This is ample time, if time is not wasted. To help students establish a positive pattern for punctuality, the procedures listed below need to be followed:

- 1) A student arriving to school **PRIOR to 7:40** should report directly to first period.
- 2) A student arriving to school **AFTER 7:40** should report directly to the Attendance Office. The student can present a written note from parent/doctor/etc. to the attendance clerk & get an Admit Slip to class.
- 3) Any student who is not in his/her assigned classroom when the last bell rings is considered **TARDY**.
- 4) If a student arrives late to class, s/he is to be admitted, and the tardiness recorded in PowerSchool. Students will be **REQUIRED** to sign in on the Tardy Sheet, which serves as the student's documented understanding that s/he will receive the consequence of serving a Lunch Detention on the following school day (when LD is in operation). If the student has a note from a parent/doctor/etc., s/he should attach it to the Tardy Sheet that will be turned in to the Attendance Office by the end of each school day.

## **TARDY POLICY EXCEPTIONS**

We are aware that there are extenuating circumstances, outside a student's control, that may cause them to be late for class. Students who ride a bus that arrives late must get a "Late Bus Slip". This is considered as excused and the student just has to present the note; s/he does **NOT** need to sign in on the Tardy Sheet.

## **TEACHER PROCEDURES FOR HANDLING TARDIES**

- Make sure students sign in on the Tardy Sheet when they come into class late.
- Turn in Tardy Sheet DAILY to Mrs. Elliot (or place in her mailbox) no later than 2:45pm.