

TARDY POLICY

In preparation for future employment and post-secondary education, students are expected to learn career-soft skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. A tardy student is one who is not inside his/her classroom when the tardy bell rings. Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates.

Each term, as soon as all students have had a few days to find their classes, familiarize themselves with the stairwell locations, and adjust to their routes, our tardy process begins. Teachers are directed to lock classroom doors when the bell rings to begin class, admit any of their students in the immediate vicinity of the classroom, and start instruction immediately. They are also instructed to admit any of their students in the immediate vicinity of the classroom prior to locking the door. From that point forward, any late student must report to the Fast Pass station to get a pass to class or receive another consequence.

All tardy offenses are recorded electronically in Fast Pass. Fast Pass is programmed so that a tardy student, upon having his/her ID card scanned, receives a warning for each of his/her first four tardy offenses each semester. A warned student receives a dated and timed print-out from Fast Pass as his/her pass for that block. After four warnings have been used within the semester, subsequent tardy offenses (5-8) result in an immediate, block-long In School Suspension (ISS). Students serve this ISS and are marked "Unexcused Tardy" from class for that block; their teachers and parents will be notified of their presence in the detention room. Students are responsible for making up missed quizzes or daily work by the end of the next class meeting. Teachers have the option to call the student from the ISS room in the case of a major assignment.

Excessive tardy offenses will result in further, progressive, disciplinary action including multiple blocks of ISS, conditional suspensions (Conference must be held with parent before reinstatement.), loss of privileges such as parking (see Parking Rules), exam exemptions, and attendance or participation in school activities such as prom, dances, or field trips, shared responsibility (Parent accompanies the student between classes in lieu of the student's suspension), and Out of School Suspension (OSS) . Excessive tardiness will not be tolerated and may also result in referral to our Twilight Program.