

# Tardy Policy

Regular attendance to class and being on time is absolutely necessary for a student to gain the maximum benefit from their educational experience. More and more employers, colleges and vocational schools are checking on attendance records for absences and tardiness. They are aware that good and prompt attendance develops dependability in a student.

All students are responsible to be in their classroom when the tardy bell rings at the beginning of each class. Showing up to class late is disruptive to the teaching and learning process. Tardies will be recorded and monitored in the office. A student's history of tardies will be maintained on a school quarter (9 week) basis. A tardy is defined as arriving late to class ten (10) minutes or LESS for unexcused reasons. Passing time is three (3) minutes long and gives adequate time for students to take care of all hallway business and arrive at the next class on time. If one is needing to use the restroom that will take longer than the allotted time it is asked that they check in and sign out with their teacher first.

The administration has disciplinary discretion up to OSS if needed warranted.

The tardy policy is as follows:

**Tardy 1-3:** Warning. At tardy #3 students will be given a verbal warning and reminded of the tardy policy. Parent/Caregiver communication will be made.

**Tardy 4:** Serve 1 lunch detention and lose open campus for the remainder of the quarter.

**Tardy 5:** Serve 2 lunch detentions

**Tardy 6:** Serve 3 lunch detentions

**Tardy 7:** Serve 2 afternoon detentions

**Tardy 8:** Serve 3 afternoon detentions

**Tardy 9:** Serve 4 afternoon detentions

**Tardy +10:** Serve one day of In-school suspension for every tardy during this 9 week cycle