



Tardy Policy & Procedure

An effective tardy policy is essential to establishing and sustaining an orderly learning environment.

Tardy to Class

Students are expected to be in class and ready to begin work when the class tardy bell sounds.

Closed/Lock-out Door Policy

This means doors are closed when the bell rings. The closed door policy is designed to accomplish the following:

- Establish and enforce clear, consistent expectations for students.
- Minimize classroom interruptions for students who have shown up on time and prepared for class.
- Keeping teachers from having to choose whether or not to spend instruction time reprimanding students who are tardy.

Procedure

1. Once the final tardy bell has sounded, teachers are instructed to close and lock their classroom doors and began teaching.
2. All late students must report to their grade-level hall monitor to have their tardy documented. After proper documentation has been collected and vetted, the grade-level hall monitor or designee will be responsible for issuing official "GRADE-LEVEL TARDY PASSES". If the student does not have an official "GRADE-LEVEL TARDY PASS", he/or she should not be admitted to class.
3. Even if students have received a tardy pass from a teacher, students must report to their grade-level floor monitor to have their passes vetted. Once proper verification, student will be issued an official "GRADE-LEVEL TARDY PASS".
4. It shall be the responsibility of the grade-level clerk to update the students' attendance from unexcused absence to tardy or unexcused tardy in IC. Additionally, the grade-level clerk will run attendance report during Attendance Tuesday to check for excessive unexcused tardies and absences.

Discipline Cycle for Tardies

Progressive discipline is proven method for managing tardiness is progressive discipline. Listed below is the progressive discipline cycle for tardy to both school and class:

- 1st tardy: Warning
- 2nd tardy: More Urgent Warning
- 3rd tardy: Tuesday Administrative Detention
- 4th tardy: 1-day ISS
- 5th tardy: 2- days ISS

The goal is to ensure that students know that it is not okay to be tardy and that poor decisions have consequences.

Tardy to School

Students are expected report to school on time and ready learn.

Grade-level Floor Accountability

To be counted present, students must attend the required number of hours each day. Therefore, students who are tardy or leave before the end of the day must be present for at least one half of the instructional day, excluding lunch to be counted for the instructional day.

- Any student that arrives to school after 8:45 am is considered tardy to school.
- Any student that arrived to school after 2nd Block is considered absence via IC.

Procedure

All students that report to school after **8:45** am adhere to the following procedures to be admitted to class:

1. If a student is late he/she should report to **A-Building first office clerk** to be sign in as a tardy to school student.
2. The **A-Building first office clerk** will issue the tardy to school student a temporary pass to report to his grade-level administrator office.
3. Upon receiving a pass from to A-Building first office clerk, the **Grade-level floor clerks** will record the tardy to school students' attendance status in Infinite Campus and issue the said student an official "GRADE-LEVEL TARDY PASS".
4. Even if students have received a tardy pass from a teacher, students must report to their grade-level floor monitor to have their passes vetted. Once proper verification, student will be issued an official "GRADE-LEVEL TARDY PASS".
5. Even if students have received a tardy pass from a teacher or other school personnel, the student must report to their grade-level floor monitor to have their pass vetted. Once the student's pass has been reviewed, the student will be issued an official "GRADE-LEVEL TARDY PASS".
6. It shall be the responsibility of the grade-level clerk to update the students' attendance from unexcused absence to tardy or unexcused tardy in IC.