



TARDY POLICY

HOW TARDIES ARE RECORDED

TEACHERS WILL TAKE ATTENDANCE AFTER THE TARDY BELL. STUDENTS WHO ENTER THE CLASSROOM AFTER THE BELL ARE MARKED TARDY (T). STUDENTS ARRIVING 15-29 MINUTES AFTER THE BELL ARE MARKED EXTREMELY TARDY (TW). STUDENTS WHO ARRIVE 30 MINUTES OR MORE AFTER THE BELL ARE MARKED ABSENT (A).

TARDY PASSES AND TRUANCY CITATIONS

TARDY PASSES ARE GIVEN TO STUDENTS TO ADMIT THEM INTO CLASS. TEACHERS MAY REQUEST THAT LATE STUDENTS GET A PASS FROM THE NEAREST TARDY PASS STATION IF THEY ARRIVE WITHOUT ONE. THE PASS IS TURNED INTO THE TEACHER AND THE TARDY IS RECORDED IN GRADEBOOK BY THE TEACHER.

- A. AFTER A STUDENT HAS BEEN TARDY TO THE SAME TEACHER'S CLASS AT LEAST THREE TIMES, THE TEACHER CALLS OR TEXTS HOME, INFORMING PARENTS/GUARDIANS ABOUT THEIR CONCERN OF EXCESSIVE TARDINESS.
- B. AFTER THE STUDENT HAS BEEN TARDY THREE ADDITIONAL TIMES FOLLOWING THE INITIAL PARENT/GUARDIAN CONTACT, A SCHOOL OFFICIAL WILL MEET WITH THE STUDENT AND ISSUE A TRUANCY CITATION FOR \$3. A LETTER WILL BE SENT HOME TO FURTHER COMMUNICATE CONCERNS REGARDING THE STUDENT'S ATTENDANCE.
- C. AFTER THE STUDENT HAS BEEN TARDY THREE ADDITIONAL TIMES BEYOND THE SECOND INTERVENTION, THE STUDENT WILL RECEIVE ANOTHER TRUANCY CITATION FOR \$3, AN OVERNIGHT SUSPENSION, AND A CONFERENCE WILL BE SCHEDULED WITH THE STUDENT'S PARENT/GUARDIAN AND AN ADMINISTRATOR.

NUMBER OF TARDIES

≥ 3

+3

+3

INTERVENTIONS

TEACHER PHONES OR TEXTS HOME TO COMMUNICATE CONCERNS WITH PARENT/GUARDIAN

MORE SCHOOL OFFICIALS SEND A LETTER HOME & ISSUE A TRUANCY CITATION (\$3)

MORE ADMINISTRATION ISSUES AN OVERNIGHT SUSPENSION, PARENT/STUDENT/ADMIN MEETING, & A TRUANCY CITATION (\$3)

TRUANCY CITATIONS MAY ALSO BE ISSUED TO STUDENTS WHO ARE STOPPED BY AN ATTENDANCE TRACKER OR ADMINISTRATOR AFTER THEY ARE 15 MINUTES LATE, IF THEY ARE FOUND IN THE HALL WITHOUT A HALL PASS, OR IF THEY ARE FOUND SLUFFING CLASS. TRUANCY CITATIONS RESULT IN A MONETARY FINE OF \$3 THAT INCREASES TO \$5 IF NOT PAID IN THE FIRST 5 DAYS. STUDENTS MAY CHOOSE OTHER OPTIONS (3 LANCER PRIDE CARDS, WORKING WITH THE CUSTODIAN, OR 5 DAYS OF PERFECT ATTENDANCE) TO CLEAR UP THE TRUANCY CITATION IF THEY CANNOT OR DO NOT WANT TO PAY THE FINE.

IF STUDENTS DO NOT CLEAR UP A TRUANCY CITATION, THEY WILL BE INELIGIBLE TO ATTEND AND PARTICIPATE IN SCHOOL-WIDE ACTIVITIES SUCH AS A SCHOOL DANCE.