

## **TARDY POLICY**

Students are expected to be in the classroom when class is scheduled to begin. Students are marked tardy even if they are signed in by a parent/guardian. Students should be encouraged to arrive to class early in an effort to maximize learning. Students are given 5 minutes to transition during class change. Students should move from one class to the next without loitering. Running is not allowed in the halls. A student is tardy at the start of the tardy bell. Tardies reset at the beginning of the second semester.

Teachers are in the halls to prevent loitering. Teachers will monitor the halls in their designated areas at the beginning of their planning period and assign three hours of detention to students who are tardy to class.

1. Any student who is not in his/her assigned class by the time the tardy bell has rung will receive 3 hours of after school detention.
2. All students will have one week from the first day of school to develop a routine that will ensure that he/she will arrive at each class on time and prepared to learn. During the first five days of school, any student who is tardy will receive a warning tardy slip. On August 27, 2009, any student who is late to any class will receive 3 hours of after school detention.
3. If a student feels that he/she has a legitimate reason for his/her tardiness, he/she must take the tardy slip to his/her administrator within 24 hours of receiving the tardy slip to appeal the tardy.
4. Only an administrator can excuse a tardy. Any student who engages in a verbal altercation with a teacher will be written up for disrespect or defiance and the tardy appeal will not be considered. Students will not be allowed to leave class to discuss their appeal.
5. Legitimate excuses include:
  - a. a medical appointment WITH a doctor's excuse. In this case, students will receive a pass from Mrs. Rogers at the front desk.
  - b. a verifiable legal appointment WITH an excuse from the court system. In this case, students will receive a pass from Mrs. Rogers at the front desk.
6. The administrator will research the tardy appeal and render a decision. All administrative decisions are final.
7. Again, students are expected to be on time for each class. This policy is firm and non-negotiable.