

TARDY POLICY LOGISTICS

1. When tardy bell begins to ring to begin class, teachers will close and lock doors. Students without an admit slip from either PlascoTrac or a valid note from another teacher will report to the nearest tardy station (currently 1st or 3rd floor offices. CTAE will be a station upon receiving another PlascoTrac station).
2. Teachers enter tardies in electronic gradebook. Tardies are also kept in PlascoTrac for accuracy.
 1. Excused entries are: doctor's excuse, court excuse, administrative excuse, Guidance office excuse. These will be entered as an "X" in Powerschool.
 2. Unexcused late entries will be entered as "T".
 - i. First 10 minutes = tardy
 - ii. 11-45 = skipping (teacher will refer for discipline)
 - iii. 46 min until end of class = absence
3. Tardy Discipline Progression

<u>Tardy</u>	<u>Discipline</u>
1	Warning
2	Teacher Detention
3	1 Lunch Detention (<i>All further actions are administrative actions only</i>)
4	2 Lunch Detentions
5	1 Saturday School
6	2 Saturday Schools
7	1 Day of ISS
8	2 Days of ISS
9	Parental Suspension – OSS
	10+ = Parental Suspensions
4. Students should report to the assigned lunch detention.
 1. Lunch detention teachers will have students show their ID and sign in for detention.
 2. Lunch detention teachers will take detention attendance and report to Mrs. Lipscomb.
5. Mrs. Lipscomb will record Lunch Detention attendance in PlascoTrac.

TEACHER RESPONSIBILITIES

- Teachers will monitor hallways during time between class changes. Teachers will greet students at the door, keep student traffic moving, and be a positive adult presence.
- Teachers will shut and lock their door when the tardy bell rings. Do not admit students without an admit slip or valid note from administrator, office personnel, or another teacher (teachers should try NOT to keep students longer than the allotted class time).
- Teach bell-to-bell.

STUDENT RESPONSIBILITIES

- Students will arrive to each and every class on time.
- Students will attend lunch detentions and other assigned consequences/interventions for tardiness.