



TARDY POLICY

The following lateness procedures are in effect each quarter for **unexcused** lateness to school and/or individual classes.

1. A student arriving late to school/first period:

- Before 7:30 am – report to the tardy cart in the band lobby
- After 7:30 am – report to the attendance window

2. A student arriving late to class (periods 2-4):

- During first 5 minutes of each class– report directly to class
- After the first 5 minutes of each class – report to the attendance window

*In order to minimize the amount of instruction time lost, teachers will allow students into class late and mark the student **LU** in SMS. If a student is repeatedly/consistently late to class, the teachers should email the administrator so that the administrator can work with the student/counselor/parent, and assign appropriate consequences.*

Teachers will email the administrator no later than the 3rd time a student is late to their class. Consequences will be assigned in accordance with the code of conduct, and will be progressive and prescriptive.