



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:

- Students who are late will be asked for their ID # and then buzzed in at the front security desk/main lobby
- An advocate will be in the lobby and will provide detention slips to unexcused late students
- The student will report directly to class and will show the detention slip as their pass to enter class.

2. A student arriving late to class:

- Students report directly to class. The teacher stands at the door and completes/provides a detention slip. The student keeps the white copy, the teacher returns the additional copies to Ms. Burton by the end of the day.
- Detentions should be assigned for Pride Period no earlier than the NEXT day, in the cafeteria.
- Ms. Burton keeps a master list of students assigned Pride Period detention.
- Students report to the assigned PP detention in the cafeteria. Their detention slip is their pass to get in. The advocate or administrator will collect the slip and it will be used by Ms. Burton to record attendance.
- Administrators will also give out detention slips to students in the halls, so those students will arrive to class with a slip already and a new one need not be created by the teacher.

The objective of this policy is to further minimize lost instructional time and to address frequent issues of lateness. This also allows teachers to have a direct impact on cases of individual student lateness, helping to build relationships and maintain the positive culture and high expectations in THEIR classroom. Teachers should make contact with parents, administrators, and counselors if a student is habitually late or if the behavior doesn't change as expected. Administrators and counselors will work with parents and the PPW to address repetitive issues as well as extreme cases.