

Teachers:

After reviewing the attendance/tardy policy it is obvious that our tardy policy needs to be simplified and streamlined in order to be effective. Here are the advantages to the new policy as well as what must be done for ANY policy to produce the desired effect: fewer kids in the hall during class.

Advantages to changing the tardy policy:

1. Students will be held accountable for each tardy immediately.
2. The issue of dealing with tardies will not be on the teacher, but on the Attendance Office.
3. Having a more strict tardy policy, which is consistently enforced, will cut down on the amount of students in the hall during class time.
4. Teachers will not be responsible for changing absences to tardies except for students with a pass from another teacher. Students arriving from the attendance office, counselors, or the nurse will have their "absent" changed to "tardy" automatically by the next day.

Factors which are essential to the success of this policy:

1. Teachers **MUST** shut their doors and not allow students to enter without a pass after the bell. If this does not happen, some students will judge this as unfair.
2. Teachers **CANNOT** keep students after the bell and cause them to be tardy without prior consent of the receiving teacher.
3. Counselors, Office Staff, and the Nurse **MUST** turn in a list of all students who were in their office by the end of the day so any absences can be corrected to reflect where the student was.
4. The number of passes issued by teachers and other personnel should be limited to emergency situations only. Students should not consistently be out on a pass to the restroom, drinking fountain, locker, etc.
5. Teachers should not issue passes the first 10 minutes or the last 10 minutes of class.

If a student arrives late to school/or tardy to class during school the day:

The student must immediately, **before going anywhere else**, check in at the attendance desk in the main office if excused with Dr. Note or Dean's office if unexcused and get a pass to class from the Attendance Clerk.

The student must present their pass to the teacher to gain entrance into class.

Teachers do **NOT** allow student entrance into class late without a pass. Send student down to Dean's office to get admit.

Teachers will **NOT** have to change their attendance on the computer for those students arriving with a pass from the Attendance Clerk. The Attendance Clerk will change any absences already recorded for these students to tardies. These changes will be reflected on the computer by the following day.

Tardy Procedures

When tardy bell rings, teachers shut their classroom doors. Do not allow any HS students without a pass to enter. Any student without a pass must report to the Attendance Dean Clerk in room 34B for a tardy admit.

The Attendance Clerk in the Dean's office will automatically record the tardy in the computer. Teachers **WILL NOT** have to change students to tardy if already marked absent.

Note: Teachers please be respectful of other teacher's classes. Do not hold a student after class to be late to another class unless you have discussed with the next hour teacher.

The attendance office will keep track of all tardies. Students receive detention for each tardy.