

## **23-24 SJHS Tardy Policy**

It is imperative that students are on time to school and each class to ensure that they do not miss important instruction. Students that are tardy to class are disruptive to the learning environment. Time management is an important life skill that will follow students as they continue into college and or their careers.

School doors open at 6:55am

Students should be in their first block class by 7:20 am to ensure they are on time for the school day.

Students have 5 minutes to transition between classes. During this time, students should prioritize using the bathroom, getting water, and going directly to their next class.

### **SJHS Tardy Protocols:**

#### **Tardy Warnings:**

- 1st-4th Tardy- Teachers will follow the 3 + 2 + 1 policy for the first 4 tardies. Teachers will document the first three tardies as a teacher managed referral in Review 360 and code each tardy as an Unexcused Tardy in Powerschool. After the third tardy, the teacher will utilize two interventions. One of these interventions must include communication with a parent or guardian. Teachers will document the fourth tardy as a teacher managed referral in Review 360, code it as an unexcused tardy in Powerschool and communicate with a parent or guardian to notify them that if the student is tardy again, it will become an office referral.

#### **Additional tardy policies for teachers and staff:**

- Teachers will close and lock their classroom door as soon as the tardy bell rings.
- Teachers will not allow students to leave the classroom for the first 15 or last 15 minutes of class.
- Support staff will assist with “sweeping” the hallways to ensure that all bathrooms and hallways are clear of any students.

#### **Consequences after the 4th Tardy:**

- 5th Tardy/1st Office Referral- Teachers will write an office managed referral as

##### **Off limits**

- **Consequence: Admin/Student Conference and Admin/Parent Contact**

- **6th Tardy/2nd Office Referral-** Teachers will write an office managed referral as **Off limits**
  - **Consequence: Administrator assigns the student lunch detention and Admin/Parent Contact**
- **7th Tardy/3rd Office Referral:** Teachers will write an office managed referral as **Off limits**
  - **Consequence: 1 hour detention after school from 2:30-3:30 and Admin/Parent Contact. If the student does not attend the detention, the student will receive an additional referral for Failure to Comply with Disciplinary Action**
- **8th Tardy/4th Office Referral:** Teachers will write an office managed referral as **Off limits**
  - **Consequence: 2 Blocks of In-school Suspension and Admin/Parent Contact. If the student does not attend the assigned ISS, the student will receive an additional referral for Failure to Comply with Disciplinary Action.**
- **9th Tardy/5th Office Referral:** Teachers will write an office managed referral as **Off limits**
  - **Consequence: Conditional Suspension and Parent Conference.**
- **10th Tardy/6th Office Referral and any additional tardies:** Teachers will write an office managed referral as **Refusal to Obey.**
  - **Consequence: Admin will follow the progressive discipline plan consequences for Refusal to Obey.**

\* Tardies will reset at each semester.