

# 2025-2026 WAHS TARDY POLICY



Attendance is a key component of a students' success here at WAHS. WAHS is partnered with the Student Conductor Program to implement an efficient tardy monitoring system for our students. Below is the tardy policy and system reminders, including the progression plan for tardy infractions.

## **Tardy Arrival to Campus:**

- The school day starts at 7:35. Students are expected to be in their scheduled spaces at that time. Students who arrive late to campus are considered tardy and must scan-in to a tardy station.
- The student entrance gate will close at 7:45am each day. For students who arrive on campus following 7:45, they will need to scan-in to campus in the front of the school, in the front vestibule.
- When a bus arrives late to school, students must scan-in to the late-bus station, which will excuse them from the tardy progression.
- Tardy sweep will be suspended in the event of accidents/weather impacting all students and staff.

## **Tardy During the Instructional Day:**

- Students are expected to be in their scheduled spaces at the start of the scheduled time block. Students who arrive past the start time of a class are considered tardy and must get a tardy pass and immediately return to their scheduled class.

## **Student Conductor Program:**

- There are multiple tardy check-in kiosk stations located throughout the school. When tardy, the student will use the nearest check-in kiosk station to get them back into class efficiently.
- When a student is tardy, they follow the following steps:
  - Scan or type the Student ID into the nearest Check-In Tardy Station.
  - The student takes the tardy receipt, which is their pass to class and includes the tardy infraction number, as well as the current and following consequence for additional tardies, and the discipline assigned for the current tardy.
  - If a consequence is issued (tardy #6 and up), the student must serve the assigned discipline consequence. Failure to do so may result in an escalation of discipline.
    - If assigned lunch detention as a consequence- students are to report to Room 127 to check-in for that detention. They will be sent to get their lunch by the detention monitor once they check-in.
- Each time a student scans into a tardy station, an email and/or text message is sent to a parent/guardian notifying them that the student was tardy. This email is automated and sent by the Student Conductor Program.

<b>Tardy 1-5</b>	<b>Tardy 6-10</b>	<b>Tardy 11+</b>
Written Warning, Parent Notification	Lunch Detention (1 per tardy), Parent Notification	Escalation of Consequence through CCSD Progressive Discipline Plan

\*Tardies reset at the end of each quarter.