

## Before School Tardiness/Truancies (1st & 5th periods)

- 1st & 5th Periods (Green & Gold days) are the official attendance periods.
- If a student is tardy to school but before **8:20 a.m.** (exception late start days), he is to report directly to his classroom after stopping at his locker. His 1st/5th period teacher will mark him with a tardy.
- Transportation or weather is not an acceptable excuse for tardiness, unless stated by the Administration.
- Students arriving late after the 20 minute mark should report directly to the Attendance Office. If more than 20 mins late to school, the student is considered truant for that period.
- Parents may excuse their student up to **THREE** times in a semester for being late to school. When a parent calls into the Attendance Office the student should report directly to the Attendance Office for an excused pass to class.

# of 1st/5th Per. (Truancies)	Consequence	Student/Parent Notification
1-3	Detention	Parent Notification by Attendance
4	In-School Suspension (ISS) Full Day	Parent Notification by Attendance
5	Saturday Detention	Student/Parent Meeting w/ Dean
6	Student will lose CREDIT for the class	Principal letter to Parents

## Tardy Policy

Tardies are recorded for each period of the day.

1. A student is considered tardy if **his two feet are not in the classroom at the time class is scheduled to begin.**
2. Teachers are asked to be considerate in the case of a student reporting late from another class with appropriate notification from the teacher.
3. ***Students should report directly to their classroom when tardy to a class. Their classroom teacher will mark the student's tardiness. AT NO TIME SHOULD A STUDENT REPORT TO THE ATTENDANCE OFFICE WHEN TARDY TO A CLASS.***

## Tardy Consequences:

Tardies are counted for EACH INDIVIDUAL CLASS per semester.

# of Tardies (Per. 2-3-4-6-7-8)	Consequence	Student/Parent Notification
1-2	Warning	Student Notification
3-4	After School Detention	Parent Notification by Teacher
5	In-School Suspension (ISS) Full Day	Student/Parent Notification by Dean
6	Saturday Detention	Student/Parent Notification by Dean
7	Out of School Suspension	Student/Parent Meeting w/ Dean
8	Student will lose CREDIT for the class	Principal letter to Parents

## Missing Classwork from an Absence

It is the responsibility of each student to find out what he has missed because of an absence. In turn, each teacher has the responsibility to set reasonable deadlines for the completion of the work. While everyone is expected to make up assignments missed because of an absence, credit will be given for work done only by students with excused absences.

If a student will be gone for a school sponsored event, it is the responsibility of the student to make arrangements with the teacher to determine a reasonable time accommodation.