



## **Revised Tardy Policy**

### **Rationale**

We are adopting the revised tardy policy for the following reasons:

1. To ensure that learners are present on time to class and mentally prepared to learn
2. To ensure a consistent response and intervention when learners are tardy
3. To foster learner ownership and responsibility over their behaviors
4. To actively teach effective and professional behaviors/expectations for learners

### **Student Expectation**

Students are to be in class and prepared to learn at the sound of the bell, as instruction will begin promptly.

### **Procedures**

1. On the first tardy:
  - a. Inform student he/she is tardy and give feedback: “Joe, when you are late, it leads me to worry about you, it slows down the learning of others, and it detracts from your own learning. What can you do differently to be on time?”
  - b. Take accurate attendance, marking the student tardy.
  - c. Log this in Visits on Zangle as : Date: Tardy, Student Conference
2. On second tardy
  - a. Inform student he/she is tardy and give feedback: “Joe, when you are late, it leads me to worry about you, it slows down the learning of others, and it detracts from your own learning. What can you do differently to be on time? This is your second tardy, next time there is a consequence.”
  - b. Take accurate attendance, marking the student tardy.
  - c. Contact the parent via phone or email to notify them of tardy problem.
  - d. Log this in Visits on Zangle as : Date: Tardy, Student Conference, Parent contact via...
3. On third tardy
  - a. Inform student he/she is tardy and give feedback: “Joe, this is your third tardy, you now have a 30 minute detention with me. Further tardies or failure to serve the detention will result in referral to the Assistant Principal.”
  - b. Take accurate attendance, marking the student tardy.
  - c. Contact the parent via phone or email to notify them of tardy problem and the detention.
  - d. Log this in Visits on Zangle as : Date: Tardy, Student Conference, Parent contact via..., Teacher Detention.
4. On fourth tardy:
  - a. Take accurate attendance, marking the student tardy.
  - b. Log discipline referral in Zangle to the student’s Assistant Principal
  - c. Assistant Principal will meet with student and provide feedback that there is either a lack of will or lack of ability to alter the behaviors leading to the tardies. The AP will work with the student to ensure that they behave more effectively.
  - d. AP will contact parent
  - e. AP will issue behavioral plan/interventions/consequences tailored to the individual student.
5. Subsequent tardies will involve escalating consequences and interventions through the AP.
  - a. Take accurate attendance, marking the student tardy.
  - b. Log discipline referral in Zangle to the student’s Assistant Principal

Your participation and follow through with this policy is essential to its success. We thank you in advance for your effective actions to follow through with this policy, so we can ensure that our students learn.