

WARREN HIGH SCHOOL TARDY POLICY

It is the expectation that all staff and students demonstrate punctuality and responsibility by arriving to class on time each day. **Students are considered to be "tardy if they are not in their class at the ringing of the tardy bell.** The teacher will mark the student "tardy" and may issue disciplinary action(s) as outlined below.

Students who do arrive tardy to class are expected to enter the classroom without causing a disruption to instruction or the activity taking place. Any student who is disruptive when arriving tardy to class will receive consequences for both tardiness and the disruption that was caused.

Any tardy that is in excess of 30 minutes, student will be marked with a "U" (unexcused 30 minutes or more tardy) and a referral may be sent to the Dean's Office for the attendance violation.

Only official notes such as court, doctor, etc. will excuse a tardy to school. Notes from parent/guardian requesting to excuse a tardy will be documented and may or may not be approved by administration.

1st to 3rd Tardy recorded by classroom teacher:

Classroom teacher may administer any or all of the following:

- Verbal warning / student conference with teacher
- Classroom consequence from teacher (non-academic)
- Phone call or email home

4th to 7th Tardy recorded by classroom teacher:

Classroom teacher may issue a referral to the Dean's Office. Any or all of the following consequences may be given:

- 1 hour detention(s) assigned
- Parent phone call
- Lunch Exclusion (1-4 days)
- Notification to athletic coach, club advisor, etc. if involved in special program

8th or More Tardy recorded by classroom teacher:

Classroom teacher may issue a referral to the Dean's Office. Any or all of the following consequences may be given:

- 1 hour detention(s) assigned
- Saturday School(s) assigned
- Parent Conference / Phone Call
- Lunch Exclusion (1 - 8 days)
- Notification to athletic coach, club advisor, etc. if involved in special program
- Loss of one or more school privileges, events, and/or activities at discretion of administrator
- Referral to 10/20 Club guidance classes

****All incidents and actions are subject to modified consequences depending on individual situations and previous records.***

