

TARDY POLICY

All students are required to report to class on time. Four minutes are allowed for passing between classes. This is normally sufficient time for students to go to the restroom, lockers, and get to class on time. Students are encouraged to go to their lockers before school, before and after lunch, and after school. It is not necessary for students to go to their locker between every class. When a student is detained by a staff member, the student will be issued a tardy pass or the receiving teacher will be notified. It is the teacher responsibility to clear a student that was detained. Students who arrive at school tardy because of the late arrival of their bus will be excused and issued a small "LATE BUS" pass. Please collect and destroy these daily!!!

- Be patient with the students in the first week or so as they become familiar with the building and learn how to open lockers and manage their time.
- Clearly state your tardy policy and be consistent. Don't ignore the late arrivals and then "lower the boom."
- Be reasonable. If a student is running into the class and it is their 4th tardy, will a parent support us on a full day suspension?
- Verify that the tardy is not beyond a student's control. If the student claims a teacher detains them, allow the student to clear this tardy. Keep in mind that teachers don't always issue a pass for detained students. The student is told to hurry up and get to your next class. This does not hold up in a parent conference. If we are the problem, we cannot hold the student accountable.
- **BEST PRACTICE:** Don't hold students beyond your allotted class time. If you detain a student, as a courtesy to the student and the receiving teacher, write a pass.
- You are required to notify students when they are tardy. **NO SURPRISES!!!**

Communicate with the students. Don't subtly record tardies and then announce #4 as a surprise. Counsel kids, talk to them...ask them why they are late. The administration often gets referrals for tardies and the students have pretty reasonable excuses. Be flexible enough with your policy to allow for judgment. The best way to get results is to hold private discussions at the end of class which express your concern about the unacceptable behavior and helping students to work out the problem. Get the parents involved early in the process. If you don't get the 2nd notice back signed, contact the parent. They appreciate the opportunity to influence their child's behavior. The serious problems will continue and will require admin intervention.

Heidelberg Middle School has a four-step, school-wide, quarterly, unexcused tardy policy:

First Tardy –

Warning to Student

-Teacher warns the student on the spot and records the date of the tardy.

Second Tardy –

Letter to Parents/Teacher Consequence

-Teacher completes a 2nd Tardy Notice Form and sends home with the student for parent signature.

-The procedure for the 3rd tardy does not begin until the 2nd tardy notice is returned with a parent signature or the teacher notifies the parent of the tardy. Do not send a student for an overnight suspension until the parent has been contacted for the second tardy!

-Assign a teacher consequence.

Third Tardy –

Parent/Administration Meeting next AM

-Complete the 3rd Tardy Notice Form and give to Kelley LaGrone. She will schedule the meeting with the parent. Administration will meet with the family the following morning. We expect that the parent was contacted for the 2nd tardy. If a 3rd tardy occurs before the 2nd tardy procedure is complete, continue with the 2nd tardy procedure and add the 3rd tardy to the 2nd tardy notice. If this occurs, the notice for a 3rd tardy may actually be the 4th tardy. It is absolutely essential that you contact parents before you involve the administration.

Fourth Tardy –

Suspension with Community Service

-Complete the 4th Tardy Notice Form and send to Kelley LaGrone. She will initiate the process from the office.