

## IJH Tardy Policy

Timeliness is an important skill for junior high students to develop as they prepare for high school and post-secondary experiences. Junior high school provides a unique opportunity to teach students how to be prompt at the beginning of their secondary academic career, in hopes that the skill will transfer to high school and beyond. The following tardy policy is designed to provide students with clear expectations, an opportunity to make choices, and clear consequences for both meeting and not meeting expectations.

A student is considered tardy if they have not met the promptness expectation that the classroom teacher has established.

- Teachers are encouraged to verbally review and post, in writing, their promptness expectation for students.
- Examples of promptness expectations include: In seats by the bell, in classroom by the bell, in line by the bell, etc.

If a student is less than 5 minutes late, the teacher will mark the student as tardy on their attendance.

- If a student arrives without a late pass and the teacher has already taken attendance, they may send the student to the office to get a pass and office personnel will alter the student's attendance appropriately, or the teacher may go back and change the student's mark to "Tardy" at a more convenient time.
- If a student arrives with a late pass from another staff member and the teacher has already taken attendance, the teacher may ask the student to go to the office to correctly mark attendance, or the teacher may go back and change the student's mark to "Present."
- If a student arrives with a late pass from the office, no additional attendance adjustments will have to be made.
  - o Teachers must retain all student passes in an accessible location for collection at the end of each day.
  - o All student passes will be reconciled in the office at the end of each day.

If a student is more than 5 minutes late, the teacher will send the student to the office to get a pass and the student will set up a time to meet with administration to discuss their whereabouts during the unaccounted for time.

Once a student has been marked tardy (unexcused) three times, from any class, beginning on the date the policy is implemented, they will be assigned lunch detention. The office clerk will alert the student of their third tardy using an attendance slip and they will serve the following detention. The student will have one day from receipt of the attendance slip to dispute any of the tardy marks, if they believe an attendance error has been made. If the student does not return the attendance slip within one day, they will be required to serve detention, even if one of the tardies was marked in error.

Each subsequent three unexcused tardies will result in another lunch detention. All current lunch detention expectations apply.

- Teachers are encouraged to indicate to the student when they have marked the student tardy, in order to clarify that the tardy will count as one of the three that will lead to lunch detention.