

## HHS Tardy Policy and Procedures

### Tardy Policy:

- Students who are not inside the classroom door by the time the final bell rings are considered tardy and **teachers should document in Plasco Trac**
- Teachers please document in TERMS as I will be pulling a daily report for all unexcused tardies. (Please make sure your attendance is done accurately every day for fidelity. **Please do not sent students to ISS to get a pass, teachers will document in Terms in their attendance.**)
- Parents will receive a call from the school automated calling system on all student tardies.
- Students who are tardy over 25% of the class period will receive an unexcused absence for that period.
- Students who acquire **6 overall tardies in one semester will follow the steps described below.**

### Procedures for Excessive Tardies:

- 1<sup>st</sup> Step/Offense** If a student receives **6 unexcused tardies** they will receive **1 day of ISS lunch detention.**
- 2<sup>nd</sup> Step/Offense** If a student receives **7 unexcused tardies** they will receive **3 days of ISS lunch detention** and parent contact will be made through automated calling system.
- 3<sup>rd</sup> Step /Offense** If a student receives **8 unexcused tardies** they will receive **5 days of ISS lunch detention.** Parent notified.
- 4<sup>th</sup> Step /Offense** If a student receives **9 unexcused tardies** they will receive **1 day of ISS,** parent will be notified. (Student receives ODR)
- 5<sup>th</sup> Step/Offense** If a student receives additional tardies after Step 4, Guidance will be notified and a parent conference will be scheduled to take place. Students will receive 1 day of ISS for any additional unexcused tardies for the remainder of the semester.