

## 2009-2010 Tardy Procedures

In order to maximize instructional time, students are expected to arrive to all classes and study halls by the time the bell rings. A student is tardy if they enter your room after the bell rings. Individual classroom teachers will be involved early in the intervention process so that they can be proactive in encouraging their students to be in class ready to work. Oversleeping, family errands, baby-sitting, missing the bus, or car trouble are considered unexcused by Illinois School Code. **As explained in our code of conduct, students who miss more than half of a period should be marked unexcused absent.** Although this procedure has multiple layers and requires us to be diligent in our record keeping, it is my sincere hope that it will be perceived as a proactive, student-centered, intervention-laden approach to our overall goal of helping our students understand the importance of being on time.

It is extremely important that we as a faculty and staff are unrelenting in our efforts to both support and enforce this new procedure uniformly. Consistency, along with effective, timely communication will be vital to the success of this initiative. Tardies are not the sole responsibility of one individual or group. It will take a collaborative effort from all of us to address this issue. All Teachers should record their tardies in Skyward in a timely, efficient manner on a daily basis so that we are able to accurately provide the appropriate interventions and support uniformly and effectively throughout the building, as well as to collect data on tardies to measure the effectiveness of our procedure.

The procedures are explained in detail on the following pages, but here is a quick primer:

- Teachers will issue “Tardy Detentions” on the 4<sup>th</sup> and 6<sup>th</sup> tardies.
- To issue a “Tardy Detention,” the teacher must complete the triplicate “Tardy Detention Slip.” One copy of the slip goes to the student, one copy is for the teacher’s records, and one copy must be dropped off in the “Tardy Detention Box” in the mailroom.
- Teachers are expected to make a live contact with a parent or guardian when a student reaches his or her 6<sup>th</sup> tardy.
- All “Tardy Detentions” will be served with our Safety and Support members. Students will not serve these detentions with the teachers.
- Students will have three days to serve their “Tardy Detentions.” They may serve the detention before school, during their lunch period in restricted lunch, or after school. Three days begins the day after the detention is assigned, e.g., the detention is assigned on Monday – the student has until the end of the day on Thursday to serve the detention.
- Students who fail to serve their detention will be referred to their dean and receive an additional consequence. Teachers do not have to monitor whether the student served or not.
- After assigning the “Tardy Detention” and making a live contact with the parent or guardian, teachers have no additional responsibility beyond encouraging the student to arrive on time.
- The Deans will receive reports identifying all students who have accrued 8, 10, and 12 tardies to a single class and 20 and 30 cumulative tardies. These students will automatically be called down to see their Dean and issued consequences as outlined on the following pages.
- Several new consequences will be utilized this year, including, restricted lunches, Saturday detentions, social probation, and being dropped from the class.
- These tardy procedures are in effect for all academic classes and study halls.
- Because students may now be dropped for excessive tardiness, please maintain accurate records. Some teachers have had success with a tardy sign-in sheet located near the door.

## 2009-2010 Tardy Procedures

- 1<sup>st</sup> – 3<sup>rd</sup> Tardy

Teacher records tardy in Skyward and has a conversation with the student about the importance of being on time.

- 4<sup>th</sup> Tardy

Teacher records Tardy in Skyward and issues a “**Tardy Detention.**” Complete the triplicate form. Hand one copy to the student, keep one copy for your records, and turn one copy into the detention box in the mailroom.

- 5<sup>th</sup> Tardy

Teacher records tardy in Skyward and has a conversation with the student about the importance of being on time.

- 6<sup>th</sup> Tardy

Teacher records Tardy in Skyward and issues a “**Tardy Detention.**” Complete the triplicate form. Hand one copy to the student, keep one copy for your records, and turn one copy into the detention box in the mailroom. **Teacher makes a live contact with the parent or guardian.**

7<sup>th</sup> Tardy

Teacher records tardy in Skyward.

- 8<sup>th</sup> Tardy

Teacher records tardy in Skyward. A Skyward report automatically notifies the student’s Dean and the student is called down. The Dean meets with the student, assigns one of the following consequences: **3 days of restricted lunch, a Saturday detention, or a 3 hour after school detention (ASD)**, calls the parent/guardian, sends a letter home, and warns both parties that the student may be dropped from the class on the 12<sup>th</sup> tardy.

- 9<sup>th</sup> Tardy

Teacher records tardy in Skyward.

- 10<sup>th</sup> Tardy

Teacher records tardy in Skyward. A Skyward report automatically notifies the student’s Dean and the student is called down. The Dean meets with the student, assigns one of the following consequences: **5 days of restricted lunch, 2 days of Saturday detention, or two 3 hour after school detentions (ASD)**, calls the parent/guardian, sends a letter home, and warns both parties that the student may be dropped from the class on the 12<sup>th</sup> tardy.

- 11<sup>th</sup> Tardy

Teacher records tardy in Skyward.

- 12<sup>th</sup> Tardy

Teacher records tardy in Skyward. A Skyward report automatically notifies the student’s Dean, the student is called down and **dropped from the class.\*\***

## Cumulative Tardy Interventions

- **20<sup>th</sup> Cumulative Tardy**

A Skyward report automatically notifies the student's Dean, the student is called down and assigned a **Saturday morning detention and a parent meeting is held.**

- **30<sup>th</sup> Cumulative Tardy**

A Skyward report automatically notifies the student's Dean, the student is called down and issued a more severe consequence, including, but not limited to, being placed on **social probation, an extended period of restricted lunch, 5 ASDs, and/or 2 Saturday detentions and a parent meeting is held.**

\*\*When a student is dropped from his or her 2<sup>nd</sup> class for either Truancy and/or Tardy reasons, the student will be assigned to restricted lunch for the remainder of the semester.

Students who are dropped from class due to excessive tardiness may appeal. Please see the procedures for Unexcused Absence Appeals in the student handbook for more information.

Failure to serve assigned consequences will be considered defiance and will result in more severe consequences as proscribed in the code of conduct.

The Tardy Committee will continue to monitor the effectiveness of these new Tardy Procedures and determine if any modifications need to be made.

Students will begin the 2<sup>nd</sup> Semester with a clean record.

### Possible Questions

Q: What if I forget and don't turn the detention slip in right away?

A: Not a problem. Actually, students can serve their detentions before we receive the slip.

Q: What if I get busy and by the time I notice, a student has 7 tardies?

A: Go ahead and issue a "Tardy Detention" and contact the parent/guardian.

Q: Will I be notified when my student serves his or her detention?

A: As of right now, due to technological limitations, no. However, ultimately, we would like that option.