

2023 - 2024 W. J. Keenan High School

Tardy Management Plan

#ACELeadership

#Accountability #Consistency #Engagement



The W. J. Keenan High School tardy policy is designed to ensure students arrive to class and at school on time while minimizing interruptions to the instructional environment in each classroom.

Types of Tardies

- ★ **Excused Tardies:** Students arriving at school or class with proper documentation for medical, court appointments, late bus, etc.
- ★ **Unexcused Tardies:** Students arriving late to school or class without proper documentation.

*** Parents are not allowed to sign students in to avoid obtaining a documented tardy unless students have proper documentation. ***

Tardy Consequences

# of Tardies Accrued	Consequence	# of Tardies Accrued	Consequence
1	Verbal Warning by Teacher and/or Administrator.	5	Student will be assigned an Overnight Suspension which requires a Parent Conference, and a Student Tardy Intervention Plan in order for student to return to school.
2	One (1) hour of detention assigned by an Administrator.	6	Student will be assigned one(1) day Out-of-School Suspension by an Administrator and referred to MTSS Team.
3	Two(2) additional hours of detention assigned by an Administrator.	7	Student will be assigned a one (2) day Out-of-School Suspension by an Administrator.
4	Student will be written up by an Administrator and assigned one (1) day of In-School Suspension.	8+	Progressive steps of discipline will be taken by School Administration in the form of increased intervals of Out-of-School Suspension. (3-days, 5-days, 7-days, 10-days).

If a student arrives to school in excess of 30 minutes late, the student will report to ISS Room after signing in at the Attendance Office. Student will remain in ISS Room until the next bell rings and then report to class.

Students attempting to enter class 5 minutes or more beyond tardy bell must obtain a tardy pass from an Administrator or Mrs. Suber in Attendance Office.

