

WJ Keenan High School

Tardy Policy

2019-2020

Students Arriving at School Late

When a student arrives to school between 8:00 am and 8:45 am, a parent must sign the student in to school. On the 4th tardy to school, a student will be assigned Out of School Suspension (OSS) until a parent/administrator conference is held.

When a student arrives to school after 8:45 am, the student must report to ISS for the class period and will be considered absent.

If a student arrives to school late without a parent, he/she should report to ISS.

Students Arriving to Class Late

If a student arrives to class **within 1-5 minutes after the tardy bell**, teachers should record the tardy in PowerSchool.

If a student arrives to **class 5 minutes or later after the tardy bell**, he/she must report to In School Suspension (ISS) and remain in ISS for the class period. The ISS Coordinator will contact the student's parent(s) by phone and letter. The ISS Coordinator will also contact Ms. Suber regarding the student's tardy.

Classroom Tardy Procedures

1st Offense- Verbal Warning – Student will receive a verbal warning. Classroom teacher should give student a verbal warning and document the tardy in ABE.

2nd Offense- Parental Contact- Student's parent(s) will be contacted. Classroom teacher should contact student's parent(s) and document the tardy in ABE as a note.

3rd Offense- After School Detention (ASD) –Student will be assigned after school detention. Classroom teacher should complete an ASD form, document the tardy in ABE as a note, and contact student's parent(s).

- If a student does not show up to ASD, he/she will be assigned a 1/2 day of ISS

4th Offense-In School Suspension – Student will be assigned ISS. Classroom teacher should send a referral to student's administrator and contact student's parent(s).

5th Offense- In School Suspension and Parent/Administrator Conference- Student will be assigned ISS and a parent/ administrator conference will be required. Classroom teacher should send a referral to student's administrator.

ISS Procedures for Tardy Students

1st Offense- Parent(s) will be contacted by phone and letter and ISS will be assigned for the class period.

2nd Offense- Parent(s) will be contacted by phone and letter and ISS will be assigned for the class period.

3rd Offense- Parent(s) will be contacted by phone and letter and 1 day of ISS will be assigned.

4th Offense- Parent(s) will be contacted by phone and letter and 1 day of OSS will be assigned.