

SPRUCE CREEK HIGH SCHOOL

TARDY POLICY

DEFINITION OF TARDY: “A student shall be considered tardy when he or she arrives to school after the beginning of the official school day or is not in the assigned class at the beginning of a class period. “ (Student Attendance Policy-Draft #5 VCS)

1. Anytime a parent arrives at school with a tardy student, they will check into the front office and then be directed to the Dean’s/Attendance Office. The Attendance Administrator or his/her representative will determine if the tardy is excused or unexcused.
2. All students must be admitted to class upon arrival. Students arriving seven or more minutes late will be considered “out of area” and the teacher will write a referral, noting the time of the student’s arrival. The teacher will decide whether to allow the student to stay in class that period or be sent to the appropriate Dean’s office.
3. Students are allowed three tardies to each class without disciplinary action per nine week period. Upon the third tardy to the same class, the teacher will make parent/guardian contact by phone.
4. Upon the fourth tardy the teacher will write a lunch detention.
5. Upon the fifth tardy, the teacher will write a referral for excessive tardies. The teacher will decide whether to allow the student to stay in class that period or be sent to the appropriate Dean’s office.
6. Once a student has reached a fifth tardy, the teacher has the authority to **reduce the student’s conduct grade**. Lowering a conduct from a “1” to a “2” is not required but will become formal policy. It is highly recommended that a parent contact is made for all tardies once they become an issue.