



MORNING TARDY POLICY

The following **Tardy to School Procedure** will be followed at Englewood High School for the 2015-2016 school year. Students will not be marked for a morning tardy until Monday, August 31, the first day of the second week of school. Starting on that date, the following tardy policy will be followed.

According to the Student Code of Conduct, **tardiness** is defined as *“the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present...A student has the responsibility to be in class on time. A student failing to make an effort to attend class in a timely manner shall be considered truant and subject to disciplinary action. Accumulation of tardies shall be based on a nine week grading period.”*

A student at EHS is considered tardy if s/he is not present inside the classroom when the bell rings at 7:15 a.m. Tardy students are to report to Mr. Jenkins or a security guard at the Attendance Window to receive a tardy slip before entering class late. All tardies are documented through the school’s electronic tracking system.

Consequences for Tardiness:

1st through 4th tardy: Student notification by way of tardy slip. The third tardy slip will have a warning notice printed on it.

5th – 7th Tardy: Student assigned afternoon detention. Student reports to Dean to discuss importance of being on time to school.

8th Tardy: Student reports to Dean of Discipline for parent contact and further consequences which could include a discipline referral and In School Suspension.

9th Tardy (or more): Parent conference is requested and may involve a representative from the district truancy office along with the principal and school resource officer.

Administration reserves the right to contact the district truancy office if a student’s tardy occurrences are deemed excessive over the course of a nine weeks period.

ALL STUDENTS ENTERING THE BUILDING AFTER 7:15 a.m. MUST REPORT TO THE ATTENDANCE WINDOW FOR A TARDY PASS.

These tardy procedures begin anew at the beginning of each quarter.

