



## TARDY POLICY

The following lateness procedures are in effect each quarter for **unexcused** lateness to school and/or individual classes.

**1. A student arriving late to school/first period:**

- Before 7:50 am – report to the tardy cart in the band lobby
- After 7:50 am – report to the attendance window

**2. A student arriving late to class (periods 2-4):**

- During first 5 minutes of each class– report directly to class
- After the first 5 minutes of each class – report to the attendance window

*In order to minimize the amount of instruction time lost, teachers will allow students into class late and mark the student **LU** in SMS. If a student is repeatedly/consistently late to class, the teachers should email the **Alt One teacher**, so that he/she can work with the student/counselor/parent, and assign appropriate consequences. **Teachers will email the Alt One teacher no later than the 3<sup>rd</sup> time a student is late to their class.** Consequences will be assigned in accordance with the code of conduct, and will be progressive and prescriptive. The Alt One teacher will collaborate/communicate with the appropriate administrator as needed.*