

TARDY POLICY

Arriving to school and classes on time is a basic life skill that all students must practice. THS expects students to plan accordingly so that they arrive on time to school and classes.

Tardiness is considered a Level 1 infraction on the BPS Discipline Plan; however, repeated instances of tardiness shall be considered Willful Disobedience/Insubordination, which is a Level 3 offense, and will be addressed accordingly by administration.

Tardiness of 45 minutes or more per class period will result in an absence being recorded.

TARDY TO SCHOOL: For security reasons, classroom doors will be locked after the late bell. All students late to school **must** report to the Attendance Office for a white tardy slip. Students must present this tardy slip to teachers for admission to class, and will be marked tardy by Attendance and in the teacher's planner. Students who arrive to school after 9:30 a.m. will be marked absent, instead of tardy. Tardy students' check-in times to school are recorded by the Attendance Office. The following is the discipline ladder which starts over every 9 weeks (October, January, March). The Dean monitors tardies to school and issues the appropriate corrective actions listed below. Teachers monitor tardies to 2nd, 3rd, and 4th blocks and implement the discipline ladder below.

- 1st offense – Warning by dean and/or teacher
- 2nd offense- Referral, dean or teacher detention, and parent/guardian contacted
- 3rd offense – Referral, Extended Dean's Detention, and parent/guardian contacted by Dean
- Further excessive tardies may be considered Willful Disobedience/Insubordination (Level 3 offense) and students will receive referrals and corrective actions accordingly.