



# WAHS TARDY POLICY INFORMATION & PROGRESSION PLAN

## Unexcused Late Arrivals, Tardy to School Procedure (First- Period/ First- Block)

Any student who arrives late to school unexcused during first-period/ first-block is expected to report to the side entrance of the main building (between Room 111 and 114) to have their tardy documented. Students will display their school ID and agenda to a school official once they reach the side of the building:

- Student ID badges will be scanned to document the tardy (student number, time, and mode of transportation will be recorded) and the student's agenda will be used to document the tardy for being late to school.
- Each student will receive a dated pass in their agenda to go to class. Students without an agenda will receive a late slip to present to their teacher to enter class.
- Each student is permitted four "late arrival warnings" per quarter. Once the student has exhausted their fourth tardy and receives their fifth tardy, they will be sent to the student service center where they will receive an office managed referral for "cutting activity." The school's progressive discipline plan (PDP) will be implemented.
- Attendance for these students will be adjusted by administration
- Students who are already on campus, yet still tardy to their first-period/first-block class will report to the assigned tardy station for the above steps to be followed.

<b>Tardy Policy Progression Plan - <u>ARRIVING TARDY TO SCHOOL POLICY</u></b>	
<ul style="list-style-type: none"> <li>• Tardies must be coded in PowerSchool Attendance as SC-UTRD.</li> </ul>	
<b>Tardy #1-4</b>	<b>Tardy Warning</b> <ul style="list-style-type: none"> <li>• Student ID's will be scanned for sign-in and the student's agenda will be marked to record the tardy.</li> <li>• Students will be issued a tardy slip, which is required to enter class.</li> <li>• Student Drivers: Parking pass will be suspended for a week and student driver will be placed on probation.</li> </ul>
<b>Tardy #5</b>	<b>1st Office Referral</b> <ul style="list-style-type: none"> <li>• Students will continue to check-in at unexcused late arrival tardy station.</li> <li>• Students will receive an office-managed referral for cutting activity.</li> <li>• Consequences and interventions will begin to be issued following the school's progressive discipline plan (depending on the student's mode of transportation)</li> </ul>
<b>Tardy #6+</b>	<b>Every late arrival tardy received for the quarter will result in an office-managed referral</b> <ul style="list-style-type: none"> <li>• The student's parent/ guardian will be contacted for every tardy received and will be notified of the consequence assigned as outlined by the school's PDP.</li> <li>• Student Drivers: Parking pass will be suspended for the remainder of the semester.</li> </ul>



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## Tardy to Class (Between Classes, Periods 2-8)

Any student who arrives late to class (after first-block/ first- period) will have the tardy documented in their PowerSchool attendance. Once a student has received their fourth tardy per quarter for a respective class, they will receive an office managed referral for cutting activity and a phone call home.

- Teachers are expected to document each tardy while taking attendance in PowerSchool coding the tardy as SC-UTRD.
- Teachers will issue a referral for “cutting activity” and will call home to notify the student’s parent/ guardian about the tardy.
- Each tardy received for that class will result in an office managed referral for cutting activity. The progression will restart every nine-week period.
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<b>Tardy Policy Progression Plan (Between Block 2-4/Periods 2-8)</b>	
<b>Tardies must be coded in PowerSchool Attendance as SC-UTRD</b>	
<ul style="list-style-type: none"> <li>• When a student is tardy to class (after 1st period/ 1st block), they will be marked tardy in PS and permitted to enter class.</li> <li>• The progression is followed when a student is tardy multiple times to the same class.</li> </ul>	
<b>Tardy #1-4 (per class)</b>	<b>Tardy Warning</b> <ul style="list-style-type: none"> <li>• Tardy documented in PS</li> <li>• Reteach/clarify student attendance expectations</li> <li>• Restorative Conversation between teacher/student</li> </ul>
<b>Tardy #5 (per class)</b>	<b>1st Office Referral</b> <ul style="list-style-type: none"> <li>• Students will receive an office-managed referral for “Cutting Activity.”</li> <li>• This office referral and phone call home will be made by the teacher of the class the student is arriving to tardy.</li> </ul>
<b>Tardy #6+ (per class)</b>	<b>Every late arrival tardy received for the quarter will result in an office-managed referral written by the teacher</b> <ul style="list-style-type: none"> <li>• The student’s parent/ guardian will be contacted for every tardy received and will be notified of the consequence assigned as outlined by the school’s PDP.</li> </ul>

<p align="center"><b><u>Cutting Class Policy</u></b></p> <ul style="list-style-type: none"> <li>• A <b>cutting class</b> referral is written when a student misses more than half of a class, or skips the class entirely.</li> </ul>
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