

2018-2019 WRHS Tardy Policy and Procedures

Students are given a 5 minute passing period with a courtesy minute given to those who travel long distances, for example a portable that is far from the building to a classroom near the front office. If a student is not in the classroom at the end of the courtesy minute, they will need to follow the following procedures, reporting directly to the tardy table and then to class. Tardies will accumulate as one total and not per period. It is the expectation that students keep moving, act in a positive manner between classes and with the purpose of arriving to their next class on time.

Procedures:

1. Students report to nearest tardy table immediately after bell to be processed. Tables are located in the back of building 300, the front of building 400 and by the portables.
2. Students will receive a pass with their name, time, date, # of tardies and then will be sent back to class after being processed.
3. Based on number of tardies, student will receive consequences as outlined below.
4. Students have 2 minutes to return back to class with their official pass.
5. Students are responsible for the make-up work and missed work must be provided by the teacher.
6. Tardy count will be school-wide (not per period) and will reset count each quarter.
7. The tardy policy will be in effect for all periods including 1st, arrive on time or early.

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| Offense & Consequences: |
| 1st tardy –Student reports to tardy table, receive verbal warning and a pass back to class. |
| 2nd tardy – Student reports to tardy table, receives a letter addressed to parent and student that outlines the future consequences and a pass back to class.  |
| 3rd tardy – Student reports to tardy table and receives a pass back to class, lunch Detention assigned.  |
| 4th tardy – Student reports to tardy table and receives a pass back to class, after school detention assigned |
| 5th tardy – Student reports to tardy table and receives a pass back to class, 3 days after school detention assigned |
| 6th tardy – Student reports to tardy table and receives a pass back to class, Saturday detention assigned |
| 7th + tardy - Student reports to tardy table and receives a pass back to class, a 2R referral for defiance will be processed |