HHS Tardy Policy and Procedures

**Tardy Policy:**

- Students who are not inside the classroom door by the time the final bell rings are considered tardy and **teachers should document in Plasco Trac**.
- Teachers please document in TERMS as I will be pulling a daily report for all unexcused tardies. (Please make sure your attendance is done accurately every day for fidelity. **Please do not send students to ISS to get a pass, teachers will document in Terms in their attendance**.
- Parents will receive a call from the school automated calling system on all student tardies.
- Students who are tardy over 25% of the class period will receive an unexcused absence for that period.
- Students who acquire **6 overall tardies in one semester** will follow the **steps described below**.

**Procedures for Excessive Tardies:**

1. **1st Step/Offense**
   - If a student receives **6 unexcused tardies** they will receive **1 day of ISS lunch detention**.

2. **2nd Step/Offense**
   - If a student receives **7 unexcused tardies** they will receive **3 days of ISS lunch detention** and parent contact will be made through automated calling system.

3. **3rd Step/Offense**
   - If a student receives **8 unexcused tardies** they will receive **5 days of ISS lunch detention**. Parent notified.

4. **4th Step/Offense**
   - If a student receives **9 unexcused tardies** they will receive **1 day of ISS**, parent will be notified. (Student receives ODR)

5. **5th Step/Offense**
   - If a student receives additional tardies after Step 4, Guidance will be notified and a parent conference will be scheduled to take place. Students will receive 1 day of ISS for any additional unexcused tardies for the remainder of the semester.