

STUDENT TARDY POLICY

1. Students with legitimate excuses for tardies (doctor's appointments, dental appointments, court appearances, etc.) must report to the appropriate Dean to receive an excused pass to their respective classes. Automobile failures, flat tire, etc. are not acceptable excuses. Grade level deans will make decisions determining the validity of all documents.
2. Tardy students without a legitimate excuse must report to the appropriate grade level Dean to receive a One Hour Detention.
3. Teachers are required to send students who enter class without legitimate passes to the appropriate grade level Dean.
4. Teachers will not accept passes from previous classes unless arrangements were made between the related teachers before hand. Provided a student is late due to an occasional extended exam, the appropriate teacher will send the effected student (with a note explaining the situation) to the grade level Dean for a pass to class.
5. Students late to class must report to the appropriate Dean and receive a One Hour Detention.

Detentions for Tardies

Detentions will be served in the cafeteria
Monday through Thursday from 3:15 PM to 4:00 PM.

Students failing to serve the assigned detention on the
Appropriate date will be assigned a
Saturday School from 8:00 AM to 11:00 AM.

Students failing to serve Saturday School will receive a
Three Day In-School Suspension.

Students must report to detentions and Saturday schools on time.
Late arrivals will not be accepted

6. DO NOT allow students with unexcused absences to make up work unless it is shown as excused on the attendance sheet.
7. Any student reporting later than 10 minutes should be admitted and a referral submitted to the dean's office for the student being "exceptionally late to class" with the number of minutes the student was late.