

BEHS TARDY PROCEDURE

2019 - 2020

The tardy procedure begins on Monday, August 27, 2018 for **ALL** Blocks of the day, including first/fifth period.

The expectation is that **ALL** students be on time to **EVERY** class, **EVERY** day.

Procedures:

All late students, without a pass for a late sign-in:

1ST AND 5TH PERIOD

Before 8am—Admit to class, record TU on Pinnacle

Excused Tardy—Record on Pinnacle as Present and record time arrived

After 8am—Internal Suspension

Do not admit students to class without a pass

DURING CLASS

- TARDY #1: Warning**
TARDY #2: Parent Notification
TARDY #3: Detention for 30 minutes
TARDY #4: Detention for 60 minutes
TARDY #5: Referral to Administrator
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Tardy Policy

In accordance with the District's Progressive Discipline Policy, students will be on time to class. Tardiness disrupts class instruction and also counts toward establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceed five (5) days in a marking period or ten (10) days in two (2) marking periods.

Class Cuts

It shall be the responsibility of the teacher to encourage regular and punctual attendance. If a student is absent from class and not listed on Pinnacle as absent, the teacher must consider the absence as a cut. Cuts should be treated as unexcused absences. Teachers should take appropriate disciplinary action: **contact parents**, and / or refer to guidance or an administrator.