

Raymond S. High School Students and Parents/Guardians,
Re: Tardy Policy 2019-2020

We are looking forward to another successful semester at Raymond S. Kellis High School. As we reflect on the daily operations from last school year, we have decided to make changes to the tardy policy. Supported by research, negative effects of absenteeism occur for the student, class, teacher, school, family, community and society at large. To assist your child in being successful please review and discuss the information regarding the attendance procedures, tardy policy and the attendance incentive plan.

Our tardy policy is designed around the following principles:

1. To promote academic achievement.
2. To promote healthy behavioral, social-emotional skills and positive peer relationships.
3. To reduce delinquent and at-risk behaviors.
4. To promote habits and mindsets of dependability that have “lifelong” impact.

Tardy: A tardy student is defined as any student who is not inside the classroom when the Tardy bell rings.

Effective Wednesday, August 7th, the following Tardy Policy will be in place:

1st Period Tardies:

1st period is the class that has the most tardies. To address this occurrence, our approach 1st period will be handled differently than the other class periods:

Students who arrive to class after the final bell, will be provided a tardy pass and a verbal warning for the first 3 tardies. On the 4th tardy, the student will be sent to **1st period suspension “Sweep.”** Students will remain in “sweep” for the duration of 1st period. “Sweep” is a consequence; it is **not** a study hall. There is to be **no food or drink** in “sweep”, and the use of electronic devices is prohibited.

After the 5th tardy, the consequences for 1st period tardies will be in effect: in addition to “Sweep”, a **mandatory tutoring session (2:20pm-4:00pm)** will be assigned **in lieu of a suspension (7:20am-2:20pm)**. If the tutoring session is not completed as assigned, the suspension will be assigned the following school day.

A “swept” student **MUST** inform the classroom teacher of the tardy **THAT SAME DAY** or the make-up work may not be given to the student.

Students not in class due to being swept will be given the opportunity to make up missed work subject to the following conditions:

- It is done at the teacher’s convenience.
- The make-up work should reflect the same competencies missed; however, it does not necessarily need to follow the same format. For example, a student who missed a true/false quiz may be given an essay quiz instead.
- Teachers will set reasonable deadlines for make-up work.

Cumulative Tardies, including 2nd – 5th period:

Tardies 1-3 Verbal Warning

Tardies 4-5 **1st period** = Sweep (see above) / **2nd – 5th period** = After School Detention

Tardies 6+ Assigned Tutoring in lieu of Suspension (*If the tutoring session is not completed as assigned, the suspension will be assigned the following school day*). In conjunction with tutoring, Sweep will remain in effect for all 1st period tardies to minimize disruption to the classroom.

*****After 15 Tardies, a student may be dropped from a class or an alternate schedule assigned at the discretion of school administration.**