

## **NDHS Tardy Policy**

2018-2019 School Year

### **Description for Handbook**

It is imperative that every student at North Dorchester High School is in school and to class on time as we work collectively to make them college, career and community ready. Every minute counts as we prepare our learners for the post high school lives they have been working towards. Tardiness not only hurts the tardy student, but interrupts class work of fellow students and causes disruption to the teacher's valuable instructional time. Students are encouraged to seek assistance from a teacher, counselor or administrator if there is a legitimate barrier to arriving to class on time. Consistent tardiness is counterproductive to the learning experience and will lead to disciplinary action being taken.

Tardiness is defined by an unexcused late arrival to school or to a class, meaning that the learner is not present in their assigned location following the late bell. Students are encouraged to be in class, seated and prepared for class prior to the late bell. It is the responsibility of the student to maintain communication with their teacher regarding their personal needs and attendance.

### **Phase One- Teacher led Actions**

<b>Offense</b>	<b>Action Taken</b>
1 <sup>st</sup> tardy	Verbal Warning- notification from teacher
2 <sup>nd</sup> tardy	Verbal Warning- notification from teacher
3 <sup>rd</sup> tardy	Verbal Warning- notification from teacher
4 <sup>th</sup> tardy	30 minute after school detention with parental communication
5 <sup>th</sup> tardy	1 hour after school detention with parental communication & referral to Guidance Counselor
6 <sup>th</sup> tardy	Referral to Mr. Breedlove for Administrative action

### **Phase Two- Administrative Actions**

6 <sup>th</sup> tardy	Parent Conference with Mr. Breedlove- Documentation letter & signed attendance contract on file
7 <sup>th</sup> tardy	Referral to R.I.S.E.
8 <sup>th</sup> tardy	30 minute administrative lunch detention & 15 days ineligible- parental notification
9 <sup>th</sup> tardy	1 hour administrative after school detention - parental notification
10 <sup>th</sup> tardy	1 day DBI & 30 days ineligible- parental notification
11 <sup>th</sup> tardy	Parent Conference with Mr. Breedlove and Guidance Counselor
12 <sup>th</sup> tardy	2 days DBI & 60 days ineligible- parental notification
13 <sup>th</sup> tardy	Midshore Mediation Attendance Conference through NDHS Guidance Department. DBI for each additional tardy until end of quarter, continues.
14 <sup>th</sup> tardy	3 days DBI & all activities forfeited for 90 days. DBI for each additional tardy until end of quarter.
15 <sup>th</sup> tardy	All activities forfeited for the remainder of the school year. DBI for each additional tardy until end of quarter, continues.
16 <sup>th</sup> tardy	Conference with Principal Sorrells