

NEW Attendance and Tardy Procedures



What's a minute?

When a teacher uses *one* minute to take attendance or a student is late by *one* minute, 21 hours of instructional time is lost per year!



NEW in 2017-18

Students will use their student ID to scan into each class for attendance. If students are late to class, they will be required to report to the office and scan their ID to be issued a pass to class.

Why?

Maximize instructional time
reduce tardies, and have a
consistent policy and enforcement
of consequences.



Consequences

5th Tardy: 30 minute lunch detention

10th Tardy: Discipline referral
Loss of exam exemption
1 hour after school detention

15th Tardy: Meeting with parent and administrator
Discipline referral
1 hour after school detention

20th Tardy: Referral to School Resource Officer for a truancy citation
Discipline referral
1 hour after school detention



How will this be communicated?

Printed on the student's pass
Email sent to student and parent
Phone call to parent/guardian
Skyward Family Access
Student meetings with administrator