



Grosse Pointe South High School
National Exemplary School



Tardy Policy

Rationale

We are adopting the revised tardy policy for the following reasons:

1. To ensure that learners are present on time to class and mentally prepared to learn
2. To ensure a consistent response and intervention when learners are tardy
3. To foster learner ownership and responsibility with regards to their behaviors
4. To actively teach effective and professional behaviors/expectations for learners

Student Expectation

Students are to be in class and prepared to learn at the sound of the bell, as instruction will begin promptly.

Procedures

1. *First and Second Tardy per class:*
 - a. Inform student he/she is tardy, reteach with positive feedback and allow for student reflection.
For example: "Joe, when you're late, it leads me to worry about you, it slows down the learning of others, and it detracts from your own learning. What can you do differently to be on time?"
 - b. Tardy slip is filled out and signed by student.
 - c. Teacher takes accurate attendance, marking the student tardy in Mistar.
2. *Third and Fourth Tardy per class:*
 - a. Inform student he/she is tardy, reteach with positive feedback and allow for student reflection.
For example, "Joe, this is your third/fourth tardy. I care about you and want to see you arrive to class on time. Your tardies detract from your learning and the learning of others. Unfortunately, I will have to place you on our after school detention list for 30 minutes (3rd tardy)/one hour (4th tardy). How can I help you be on time?"
 - b. Student signs tardy slip and receives gold copy (3rd tardy) or pink copy (4th tardy).
 - c. Teacher takes accurate attendance, marking the student tardy in Mistar.
 - d. Teacher contacts parent via phone or email to notify them of the tardy and date of the detention.
 - e. Teacher places student on the After School Detention list (Google Doc) for next available date.
3. *Fifth Tardy per class:*
 - a. Inform student he/she is tardy and that you will be notifying their Assistant Principal.
 - b. Student signs tardy slip and receives the yellow copy (5th tardy).
 - c. Teacher takes accurate attendance, marking the student tardy in Mistar.
 - d. Teacher provides AP with white copy of tardy slip.
 - e. AP will contact parents and meet with student.
 - f. AP will create behavioral intervention plan. AP will place student on the detention list for Saturday School.
4. *Subsequent tardies:*
 - a. Inform student he/she is tardy and that you are required to submit a discipline referral.
 - b. Teacher takes accurate attendance, marking the student tardy in Mistar.
 - c. AP will contact/meet with parents and student. Escalating consequences and interventions will be assigned.

Your participation and follow-through with this policy is essential to its success. We thank you in advance for your implementation of this policy so we can ensure that our students learn.