

Wando High School Tardy Policy at a Glance: Fall 2020

Good attendance and punctuality correlate to higher academic achievement and success in life and careers. Wando High School teachers and administrators emphasize both. Tardiness interrupts learning for everyone in the classroom. **Students should be inside the classroom by the conclusion of the tardy bell.** Teachers are required to record all absences and tardies in PowerSchool. According to CCSD policy, parents must come into the school to sign their children in if they are late to school. Student drivers should proceed directly to an attendance office.

Classroom Tardy Procedure

Any student entering the classroom after the tardy bell is required to complete the following procedure:

- Present tardy card to the teacher in order to be punched. A tardy card is similar in size to the student ID and has 1-4 numbered on it to represent each tardy warning. A new tardy card will be issued each nine weeks.
- OR
- If the student does not have any tardy warnings remaining or does not physically have his/her tardy card, he/she must report to the nearest check-in station to receive a tardy slip to class.

The teacher will:

- Close the classroom door at the conclusion of the tardy bell.
- Not allow students into the classroom without a pass.
- Hole punch the tardy card if there is a tardy warning available.
- After hole punching slot #4: Collect the card.
- Not allow students to leave the classroom the first 15 or last 15 minutes of class.

Tardy	Consequence
# 1-3	- Warning–tardy card hole punched on the lowest available number
# 4	- Last warning–teacher will collect the tardy card - Staff will email the parent and the student and notify them of the consequences should the student receive future tardies
No Tardy Card	- If a student cannot present a tardy card, warnings cannot be issued. Consequences will start as listed below.
1st office referral	- Administrator/Student conference and parent contact via email and/or phone
2nd office referral	- Afterschool detention and parent contact - If student does not attend 1 hour detention after school detention he/she will lose parking for 10 school days and assigned In-School-Suspension (ISS) for a full day
3rd office referral	- 1 block of In-School-Suspension (ISS) and parent contact - If student does not attend 1 block of In-School-Suspension (ISS) , he/she will lose parking for 10 school days and will be assigned In-School-Suspension (ISS) for a full day
4th office referral	- In-School-Suspension (ISS) for a full day and loss of parking for 10 school days and parent contact
5th office referral	- Conditional Suspension and loss of parking for 30 school days and student must re-apply for parking
6th office referral	- The student will be written up for refusal to obey.

* **Tardy cards are not replaceable.** New cards will be issued at the beginning of each nine weeks.