

# **Norcross High School- Tardy Policy**

**EFFECTIVE August 9, 2010**

## **No Excuses**

This sheet is designed to help explain the improved tardy policy that will go into effect at Norcross High School on Monday, August 9, 2010.

### **Purpose**

This policy is designed to improve the current tardy policy at Norcross High School. The ultimate goal is to encourage students to arrive to class on time and support instruction in the classroom.

### **Policy**

Norcross High School will implement the Tardy Table located in the downstairs atrium. Any student who is tardy to class will report to the Tardy Table and be counted tardy.

*Any student checking in to school after 1<sup>st</sup> period will check in at the front desk (or more than 10 min. late to first period)*

Step 1: Students will have 6 min. between class changes and 5 min. between lunches.

Step 2: All teachers must be present at classroom door during class changes.

Step 3: When the tardy bell sounds, teachers need to shut door for the first 10 minutes of class. Do not allow students into classroom unless they have a tardy pass from the Tardy Table (printed off pass, time/date stamped)

Step 4: If a student is in the hall after the tardy bell, they report to the Tardy Table. Once they receive their pass, they are to report back to class.

- **If a student is more than 6 minutes past the time written on tardy pass they are considered AWOL.** Allow student into class and write them up as AWOL and turn it to the appropriate administrator.

Step 5: Students will receive appropriate consequence at the Tardy Station prior to returning to class. (see Consequences)

### **New Definitions**

1. **Tardy Table:** Located in the downstairs atrium where an Assistant Principal and clerk will check the student into the tardy database. Students will receive a pass to go back to class, and be issued a consequence for being tardy to class.
2. **Administrative Silent Lunch-** a consequence given by administrators for students with 5+ tardies. Students report directly to Health Room 103 for silent lunch (lunch will be made available to students purchasing lunch).

<b>Tardy</b>	<b>Consequence</b>
1 - 9	Warning
10	2 days of Silent Lunch
15	5 days of Silent Lunch
20	1 day ISS, parent conference
25	2 days ISS, parent conference
30	OSS, parent conference required before student returns to school