

WOODROW WILSON HIGH SCHOOL

TARDY POLICY

The Wilson High School Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. **The Tardy Policy will be effective beginning Monday, March 20, 2017.**

The student's responsibility is:

- To be on time and prepared for class, and to continue improving personal efficiency in utilizing passing time.
- To wear student ID at all times.
- To avoid as much as possible to be out of class unless there is an emergency.
- To be respectful of the teacher and fellow classmates by being on time to all classes.

The teacher's responsibility is:

- To open classroom door on time to ensure students are at their assigned seats by the tardy bell.
- To stand by classroom door during passing periods to make sure the hallways are clear.
- To request either the white tardy slip or blue unexcused tardy slip to allow students into class **at any given period**. If student doesn't have either of these tardy slips, teacher must send student to the Front Desk to get a tardy slip.
- If student is tardy during the day, teacher must sign the blue tardy slip at the end of the period only if the student stayed in class for the remainder of the period.
- To provide student with a hall pass and make sure that the attached log information is completed.
- To allow only one student out at a time. Please contact the Main Office if student has been out of class for more than 7 minutes.
- To ensure students are not let out of class before the bell rings.

MORNING TARDIES

Any student that enters campus after 8:00 am is considered tardy and will receive a tardy slip pass. Student must present this tardy slip to their teacher in order to be let into class. Tardy Sweeps will be conducted in between periods after the tardy bell has rung and consequences will be assigned accordingly.

Tardy # 1: Warning, counseled by school staff/teacher.

Tardy # 2: Warning, counseled by school staff/teacher.

Tardy # 3:

- PSA Counselor will mail tardy letter home.
- Student must serve a detention after-school.
- Parent/Guardian & student must attend a Saturday Workshop.

If student continues to be tardy a Saturday Workshop for parent and student to attend will be assigned. Additionally, in cases where tardiness is chronic, the following interventions may be required: a Student Support Progress Team (SSPT) Meeting; the parent must shadow student; community service hours must be served on campus. Additionally, privileges such as dances, games, field trips, prom, etc. may be taken away. In severe cases, families may be referred to the School Attendance Review Team (SART), which could result in a district-level School Attendance Review Board (SARB) Hearing.

TARDY SWEEP PERIOD BY PERIOD

Tardy # 1: Parent contact. Electronic devices/items will be confiscated and returned after school.

Tardy # 2: Parent contact. Electronic devices/items will be confiscated for 3 days.

Tardy # 3:

- Parent/Guardian contact.
- Lunch detention will be assigned.
- Student will be searched; electronic devices, aerosols, make-up and items that may pose a safety concern will be confiscated for 3 days.

OR

- Parent/Guardian may pick up items after school on the same day.

If student continues to be tardy a Saturday Workshop for parent and student to attend will be assigned. Additionally, in cases where tardiness is chronic, the following interventions may be required: a Student Support Progress Team (SSPT) Meeting; the parent must shadow student; being placed on a daily or student contract; community service hours must be served on campus. Additionally, privileges such as dances, games, field trips, prom, etc. may be taken away. In severe cases, families may be referred to the School Attendance Review Team (SART), which could result in a district-level School Attendance Review Board (SARB) Hearing.

TRUANCIES / ROAMING

Students out of class without a hall pass and school ID will be assigned Lunch Detention, and a parent/student/counselor conference to be held. Student will be placed on a contract and a possible referral to School Attendance Review Team (SART) will occur.

LEAVING CAMPUS

- Students will not be permitted to leave campus at any time without permission. If a student becomes ill, they need to report to the Nurse's Office. The Nurse will see student and decide if it is necessary to send the student home. Parent/guardians will be contacted to come in to check students out through the Nurse's Office.
- Students must have an Off-Campus Permit to leave campus; otherwise students are not able to leave campus for any reason.
- STUDENTS THAT LEAVE CAMPUS WITHOUT PERMISSION ARE CONSIDERED TRUANT.

DETENTION

Detention is assigned to students who fail to comply with the Wilson High School tardy and truancy policies. Students only have 3 school days to serve lunch detention before it is converted to a Saturday Workshop. Lunch detention is held Mondays, Wednesdays & Fridays in the Testing Room. Lunch will be provided. After-school detention will be held on Mondays and Wednesdays from 3:00 pm to 3:30 pm. Students must present their detention slip and student ID when attending detention in order for the detention to be cleared.

SATURDAY WORKSHOP

Parent/Guardian and student must serve Saturday Workshop issued by PSA Counselor, Dean or any Administrator. Saturday Workshop is held in the library for 1 hour most every Saturday from 12:00 pm to 1:00 pm. Additionally, in cases where tardiness is chronic and/or Saturday Workshops were not attended, the following interventions may be required: a Student Support Progress Team (SSPT) Meeting; parent must shadow student; student placed on daily/contract; community service hours must be served on campus. Additionally, privileges such as dances, games, field trips, prom, etc. may be taken away. In severe cases, families may be referred to the School Attendance Review Team (SART), which could result in a district-level School Attendance Review Board (SARB) Hearing.