

# Eastside High School Tardy Expectations

Our expectation is to have the students in class for the entirety of their class period to receive the maximum amount of instruction. This will take a school-wide commitment from all students and staff.

- When a student is tardy, they will stay your class and will be marked TARDY on their attendance.
- Once the student has multiple tardies (3), parent contact will be made to get parent support. If the student is in a sport, the coach may be contacted for additional support.
- A dialer message will go to the family. This will be automatic will come automatic from the district.
- When the student gets to tardy #7, our CAW Rosie Paez will make contact with the student.
- When the student gets to tardy #10, they will be referred to the Vice Principal for discipline
- If the student continues to be tardy (every 5 tardies after), they will continually be referred to the Vice Principal and they will work with the CAW to further the SART/SARB, citation, or suspension process.

**Student Expectations:** Students are expected to be on time to each and every class. If tardy, student is expected to enter class quietly and be seated. If door is locked, the student is to wait by the door until let in the class or removed by security. If caught in a tardy sweep, students are to comply with security and proceed to the designated tardy sweep area. Students are expected to remain quiet and receptive to the documented consequences. Defiance with security will result in a referral to administration and further disciplinary actions.

**Teacher Expectations:** Teachers are expected to be on time to each and every class. Teachers should make every effort to have their doors open during passing periods as they greet students at their doors. For tardy sweep periods, teachers are expected to lock their doors and not allow students in our out of their class after the bell rings. In the rare incident when a teacher needs to send a student out of class, they will do so with an official school pass. Teachers are not to allow students to leave class during the first and last 15 minutes of the class period unless it's an emergency. Teachers will report habitual tardies per the tardy policy.

**Security Expectations:** Security personnel are expected to encourage students to get to class on time, gather tardy students for the tardy sweep, and check roaming students after the bell for passes. In the event a student does not have a pass, security will escort the student to class (which will serve as a reminder for teachers to give students passes). Security will refer students to administration for defiance if students do not comply with the police or their directives.

**Administration Expectations:** Administration will be greet the students before and after school, along with being visible and encouraging students to get to class during snack and lunch passing periods. Administration will assist in tardy sweeps. Administrators will be cohesive and steadfast in providing discipline to students who have been referred for continual tardiness or defiance. Administration will be responsible for handling parental concerns, offering site feedback, and communicating the tardy policy and tardy sweeps with the staff.