

ARRIVE ON TIME!

SCHOOL STARTS AT 7:40 AM EVERYDAY

TARDY PROCEDURE 2023-2024

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

- Parents must follow have a valid reason to excuse a tardy.
- Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
- Tardiness to any class without documentation may be considered unexcused.
- Habitual tardiness is defined as being tardy 5 times within a marking period.
- Unless excused under the provisions of the district's tardy policy, accumulated tardiness will be recorded as unexcused absences.
- Principals have the discretion to excuse tardiness for extenuating circumstances.

Procedure Periods 1/5

Students who are tardy to school and have a valid reason (illness, illness of an immediate family member, death in the family, required court appearance, schedule doctor, dentist appointment, traffic incident, etc.) need to bring a parent/guardian into school (attendance office) to sign-in.

- ✓ Students "Excused Tardy" will report to the welcome center and will be signed-in by the attendance clerk.
- ✓ Students "Unexcused Tardy" will report to the **STEP** room during period 1 and will be signed-in by the Tardy Center clerk.

Consequences

- ✓ **EXCUSED TARDIES PERIODS 1 & 5**
Attendance clerk will give a report weekly to administrators of students who have 4 or more excused tardies.
- ✓ **UNEXCUSED TARDIES PERIODS 1 - 8**
Students will report directly to **STEP** room and follow the progressive discipline.

STEP room will be located in the room 146

RISE room will be located in the room 146.

TARDY PROCEDURE 2023-2024

STUDENT **T**ARDY **E**LIMINATION **P**LAN

The **S.T.E.P.** Program addresses tardiness at DBHS. This plan is a disciplinary consequence for failure to adhere to the tardy rule.

Procedures

1. All classroom doors will be locked when the tardy bell rings.
2. No students will be admitted to class after the tardy bell without a pass. If a teacher receives a questionable pass, please notify the student's administrator.
3. The administrative staff and security team will escort students that are in the hallway after the tardy bell and direct them to STEP.
4. All students that enter STEP before the 15-minute grace period will be given a pass and or consequence back to class.
5. All students that enter RISE after the grace period expires will remain in RISE for the remainder of the block. The following corrective actions will ensue for tardy offences:
 - **First Offence:** Will serve as a warning and will be used to inform students that they must be in class prior to the third bell.
 - **Second Offence:** Student will be issued a second final warning before a parent is notified.
 - **Third Offence:** Student will be assigned an Administrative Detention. The Administrator will contact the student's parent.
 - **Fourth Offence:** Student will stay in RISE for the remainder of the block. The STEP monitor will e-mail the student's administrator. And contact the student's parent and inform the student and parent of future consequences.
 - **Fifth Offence:** Student will be assigned (1) day of RISE. The STEP monitor will e-mail the student's administrator.
 - **Sixth Offence:** Student will be assigned (2) days in rise. The STEP monitor will e-mail the student's administrator.
 - **Seventh Offence:** Student will be assigned an Administrative Referral. The STEP monitor will e-mail the student's administrator.