

## SVHS Tardy Policy 2019-2020

### When is a student considered tardy?

A student is considered tardy if he/she is not inside your classroom door when the tardy bell finishes ringing.

### Ok, so a student is tardy, what next?

A tardy student should move to the nearest tardy station (computer cart) to clock in as tardy. The carts are located in the following areas:

- Near the Art room on the front hallway
- By the NJROTC exterior doors on the front hallway
- Across from the Media Center by room 160
- In the Science hallway

Once at the tardy station, a student will clock in by giving his/her name, student number, and grade level. He/she will then select his/her self-assigned consequence for tardies 1-3. The student's choices are lunch detention or after school detention. Once clocked in, the computer will print an ORANGE tardy pass with the student's name, student id number, and photograph. The student takes this pass with him/her to his/her teacher for admittance into the classroom. Students will continue to clock in to the tardy station for every tardy, even if he/she passes the 3rd tardy.

### What does the classroom teacher need to do?

If a student reports to your classroom tardy but does not have a tardy pass, send that student back to a tardy station to clock in.

Once the student returns to his/her classroom, the teacher should CONFIRM that the name and photograph on the pass match with the tardy student standing before him/her. If the person does not match with the information on the pass, the teacher should make note of the tardy student's actual name and the name he/she gave, etc. The teacher should then email Yvonne Allen to let her know of the infraction (signing in under the wrong name) and place the orange slip in Mrs. Allen's box for documentation. Mrs. Allen will enter the offense into the Incident Referral system, and administration will then handle the discipline for this student.

### Fall 2019 Tardies and Consequences

**1st, 2nd, and 3rd tardies** - Self assigned lunch detention in Room 102 or After School detention in 102 for each offense

\*\* Failure to serve lunch detention results in after school detention

**4th tardy** - Mrs. Allen assigns the student Saturday School.

\*\* Failure to serve Saturday School results in one day of OSS.

**5th and 6th tardies** - Mrs. Allen assigns the student In-School Suspension for one day per offense.

**7th tardy** - Administration assign Out-of-School Suspension for one day.

**8th tardy** - Mrs. Allen assigns Saturday School

**9th and 10th tardies** - Mrs. Allen assigns the student In-School Suspension for one day for each offense

**11th tardy** - Administration assigns Out-of-School Suspension for one day.

### Nine Week Reset

At the nine week mark, which for the fall semester falls on Monday, October 28, 2019, ALL students' tardies are reset back to zero and consequences begin again at the first tardy. The philosophy behind the reset is that if a student has changed his/her behaviors in a positive way, he/she should have an opportunity to avoid the most severe consequences. For example, if Joe Smuckatelli was tardy 4 times in the first 3 weeks of classes but then has not been tardy at all for the last 6 weeks of classes, he has shown growth in handling his tardy issues. However, without a reset, if Joe slips up even one more time during the semester, he would find himself serving a day of Saturday School. The reset allows for students such as Joe, those who have made positive growth in this area of weakness, to have some cushion to make another mistake without suffering significant consequences.

## **Not everything always runs smoothly . . .**

Unfortunately, the computer continues to have the students select lunch or after school detention even when the student has passed the 3rd tardy because the computer does not know which tardy the student has received. So, if a student has a 4th+ tardy, he/she does NOT report to lunch or after school detention.

Mrs. Allen deals with all tardies during 1st period as this is her planning period. Unfortunately, that means 1st period teachers are hit with sending students out to receive consequences on 4th+ tardies.

Sometimes the computers' printers do not work or are jammed. If this happens within the first 15 minutes of a class period, the teachers who are on tardy duty will handwrite the students a pass. They try to still write these passes on the orange paper to differentiate between a teacher-excused pass and a tardy pass. However, it may be necessary for you to check the student's pass when he/she enters your room to document whether the student was tardy or excused.

Sometimes a student will sign in at the tardy computer even though he/she is absent and should have signed in through the main office. This is where checking the time on the tardy pass is important as the tardy computers do not differentiate between tardy and absent. If the time on a student's tardy pass is past the 15 minute period of the block, you must send the student to the main office to receive a student Check In pass.

## **What do the teachers on tardy duty do?**

Depending on the number of teachers assigned tardy duty, the following is the ideal scenario:

1 teacher stands on each hallway, directing students to the tardy machines. This helps to 1) make sure all students are held accountable and required to clock in and 2) decrease the amount of time a student misses class as he/she is being encouraged not to dawdle.

1 teacher stands directly by the computer cart to make sure the student is having his/her picture taken and is not moving out of the way of the camera. The picture serves as further documentation that the correct student has clocked in under his/her actual name. In addition, this teacher can either tear the tardy passes off of the printer him/herself or advise the students on how to do so. These printers are VERY TEMPERAMENTAL and jam easily, so the more proactive we can be to avoid printer issues, the better the system will run.

1 teacher stands by the line of students to help with crowd control.

## **Does this tardy policy work?**

Speaking only from a 2nd semester 2019 standpoint, this system does work.

January 28, 2019 - 1st day of 2nd semester tardies: 88 total tardies for the day

May 28, 2019 - Last day of 2nd semester tardies: 23 total tardies for the day

There are always going to be some tardies, and there are always going to be some students for whom any tardy policy would have no impact in terms of decreasing their lateness. However, this policy did have a positive impact last semester in terms of accountability for other students. There's always room for improvement, so if you have a suggestion, please just email me!! :)

## **Action Item**

Please review this information with your homeroom on Friday (and with as many other classes as you're willing!) The more that we go over it, the more students know the policy and procedures, and the more effective the policy will be!