

TARDINESS

Tardiness is defined as arriving to class or school after the scheduled time for class or school to begin without a valid reason for being late. (AR 5110) Valid reasons for being late are circumstances beyond the control of the student, such as late school bus, teacher, guidance counselor, or Principal detains a student. **Standard:** All students will be in class when the tardy bell rings for each and every period. **Tardiness is calculated on a quarterly cumulative basis.**

Procedures for Handling Tardies:

Immediately after the tardy bell rings, all teachers will lock their doors. Starting with the third tardy to class or school, parents will be notified by the attendance secretary or another staff member. Students arriving after 9:00 a.m. must report to the attendance office with a parent/guardian OR provide a valid note from a dental/medical appointment or classroom teacher. Students who fail to sign in to school or who cannot provide a valid excuse for lateness will be considered truant from class(es).

Consequences for Tardiness

Tardiness to class will be cumulative (periods 1-4) on a quarterly basis.

Consequences for lateness are as follows:

Tardy	Consequence
1-4	Parent/guardian notification of tardy 3-4
5+	Work detail/After School Detention/Mandatory Tutoring/Saturday Academy/ISS

Reagan High School Student Attendance Policy

There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by the teachers. Even though students may make up class work missed because of absences, they may never be able to replace the educational, cultural and social contacts which they would have experienced through face-to-face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance. The Reagan HS community recognizes, however, that students will miss school due to illnesses and other excused reasons. Students should follow defined procedures for bringing notes to excuse their absences. Students are expected to collaborate with their teachers on making up missed assignments after returning to school from an absence.

Students who miss school should bring a note upon their return to school from a parent/guardian or a physician in order for the absence to be coded as excused. If there is need for a prearranged absence, the parent/guardian must obtain approval from the principal in order for the absence to be excused. School Board policy AR 5110 defines reasons for excused absences. In addition, School Board Policy AR 5124 explains the criteria for exam exemptions.

Students who accumulate 6 or more unexcused absences in a class during a grading period are in jeopardy of being assigned an administrative F for that course. Please note that a grading period is defined as the following.

- For block courses that meet every day, grading period = quarter.
 - For yearlong courses that meet every other day, grading period = semester.
- Once a student accrues 6 or more unexcused absences in a course during a grading period, he/she will be assigned an administrative F unless:
 - He/She makes up time for each unexcused absence beyond 5 days (45 consecutive minutes of make-up time is required to make up an absence). It is the student's responsibility to coordinate the make-up time with his/her teacher during times when the teacher is available.
 - Make-up time must be completed before the end of the grading period.
 - 5 unexcused tardies = 1 unexcused absence.
 - If a student accrues 10 or more unexcused absences in a course during a grading period, he/she will be automatically assigned an administrative F.
 - If a student is assigned an administrative F, the student along with parents/guardians may appeal this decision to the principal. The student, along with the student's parents or guardians may appeal from the decision of the Principal to the Superintendent and the Board in accordance with the WS/FCS Board Policy 5145, Parent and Student Grievance Policy.