

## JOHN MUIR MIDDLE SCHOOL TARDY POLICY

*Philosophy: Students who come to class tardy cause unacceptable disturbances and loss of valuable teaching time. Controlling tardies is primarily a teacher responsibility with assistance and support given by coordinators, counselors, and administrators.*

The Tardy Policy at John Muir has been developed to accomplish the following goals:

1. To establish consistency in dealing with tardies.
2. To keep parents informed of students' tardiness.
3. To elicit parent support for controlling tardy problems.
4. To reduce students tardies.
5. To reduced disturbances to other classes caused by tardy students.

It is very important that students, with the support of their parents or guardians, make every effort to arrive to school on time as this is an important part of their education.

As a consequence for arriving to school or class late, Muir Middle School has put in place a Tardy Policy. This is applicable for all student arriving late at the beginning of the school day without a valid note from their parent or guardian. This policy also applies to students picked up during a tardy sweep during the school day.

- *1<sup>st</sup> Tardy* – Warning
- *2<sup>nd</sup> Tardy* – Paper pick up and phone call home
- *3<sup>rd</sup> Tardy* – Two lunch detentions = 1 hour
- *4<sup>th</sup> Tardy* – Mandatory parent conference with Track Counselor, Dean or Administrator.
- *5<sup>th</sup> Tardy* – Student may be
  - Assigned Saturday School
  - Required to be accompanied by parent or guardian to all classes for a day
  - Assigned combinations of paper pick up and detentions
  - Suspended from school for defianceWe randomly have tardy sweeps