



Howard High School 2023-2024 Tardy Protocol

TARDY TO SCHOOL

EXPECTATIONS:

- All students will arrive to school on time daily.
- Students must be in the classroom by 7:30 AM.
- Students arriving after the tardy bell will report to the attendance clerk for a late pass. Failure to follow proper sign-in procedure will result in disciplinary consequences.
- Tardiness will be excused for the following reasons: illness, doctor's appointment, dental appointment, late bus, court appearance, or funeral.
- Students will be responsible for bringing a note to the attendance office for each excused check-in by the end of Day 3.

CONSEQUENCES:

1. Warning.
2. Warning.
3. Warning/Student Conference – Parent Contact.
4. Warning / Parent Contact.
5. Suspension of parking privileges, ISS/Detention and/or OSS assigned as deemed appropriate by the administration.
6. **Step 5 will repeat per occurrence as deemed appropriate by the administration and based upon progressive disciplinary consequences.**

TARDY TO CLASS

EXPECTATION:

- Students must be inside their classrooms as the bell begins to ring.
- Teachers and administration determine if a student is tardy.
- The administration and staff will be conducting random hallway sweeps throughout the year to ensure student safety and optimize classroom instruction.
- During these hallway sweeps, students who are late on the 3rd sweep (without a valid hall pass) will be subject to parental suspension.

CONSEQUENCES:

1. Warning.
2. Warning.
3. Parent contact (by teacher).
4. Teacher/department detention (20min.) – TBD and TBA by the teacher or department.
5. Teacher office referral – ISS and/or OSS assigned as deemed appropriate by the administration.
6. Step 5 will repeat per occurrence as deemed appropriate by the administration and based upon progressive disciplinary consequences.