



RICHARD D. BROWNING HIGH SCHOOL
Long Beach Unified School District
~Ensuring Hospitality Excellence for the Future~
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Tardy Policy and Enforcement Plan

“Rise On Time”

In order to maximize learning and keep our campus safe, it is essential that every student is in class, on time, each day. It is also essential that students remain in class, from tardy bell to dismissal bell, each period. The following policy will ensure that all students know what is expected of them, and also will know what steps will be taken to keep them accountable for attending each class, on time, every day.

Start of School Day:

- Front gate will be opened each morning from 8:25am to 8:45 am
- Students who arrive after 8:50 am will receive a tardy slip from our CSA at the Main Gate
- At 8:45 am, the CSA/ Office Staff will allow students who arrived after 8:45 am to go to class with their tardy pass
- The CSA will then sweep the campus and move all unscheduled students to the library
- Tardy slips will not be issued after **9:15 am**.
- Students who arrive after 9:15 am will be escorted to the library until the passing period bell rings (10:17 am), unless a parent is present to check them into campus for the day, or they have a doctors note referencing an appointment prior to their arrival (must be issued on the same date)
- Students will not be allowed into class after the tardy bell rings without a tardy slip
- Teachers will mark students “tardy” who arrive with a tardy slip

Arriving On Campus Mid-Period:

- Students who arrive on campus more than **30 minutes late** for **any class** period on Block Schedule days (**Monday-Friday**) will not be allowed to enter the campus until the next passing period unless a parent is present to check them into campus for the day or they have a doctors note referencing an appointment prior to their arrival (must be issued on the same date)

- Students who arrive on campus more than **20 minutes** late for **periods 1-8** on **Fridays** (all classes schedule) will not be allowed to enter the campus until the next passing period unless a parent is present to check them into campus for the day or they have a doctors note referencing an appointment prior to their arrival (must be issued on the same date).

Monday-Thursday (Block Periods)

Student Entrance Cut Off Times

*Students who arrive mid-period after the cut-off times below will need to wait until the next passing period to enter the campus unless a parent is present, or the student has a dated doctor's note from a same-day appointment.

Period 1/2: 9:15 am

Period 3/4: 11:01 am

Period 5/6: 1:02 pm

Period 7/8: 2:37 pm*

(*After 2:37 pm, student may only enter the campus after 3:35 pm)

Students who arrive more than 30 minutes late to a class will be marked absent for that period.

Friday (All Periods)

Student Entrance Cut Off Times

*Students who arrive mid-period after the cut-off times below will need to wait until the next passing period to enter the campus unless a parent is present, or the student has a dated doctor's note from a same day appointment.

Period 1: 9:05 am

Period 2: 9:56 am

Period 3: 10:52 am

Period 4: 11:39 am

Period 5: 12:55 pm

Period 6: 1:42 pm

Period 7: 2:35 pm

Period 8: 3:14 pm*

(After 8th period cut-off, students may only enter campus after 3:40 pm)

Passing Periods:

- Students must arrive in class prior to the tardy bell each period
- Students who arrive to class after the tardy bell must have a tardy slip to enter class
- Admin and other staff will be in the hallways issuing tardy slips for the first several minutes of each class

- Students who are extremely tardy (more than 5 minutes) must report to the main office to receive a tardy slip
- Students will not be allowed to enter class without a pass or tardy slip
- Students who are found out of class without a pass (tardy or teacher pass) more than 5 minutes into the class period will be issued lunch detention
- Students who are loitering on campus or those who refuse to go to class will be subject to further disciplinary action

Periods 7 and 8:

- During periods 7 and 8, unscheduled students must exit campus or wait in the outdoor reception area (gated area outside of the Main Office) for their transportation to arrive
- Students who are scheduled in classes periods 7 and 8 must report to class before the tardy bell rings

End of the School Day:

- Students are expected to leave campus by 3:50 pm each day unless they are in structured activities with supervising adult staff members

Tardy Consequences:

Tardy Policy- 1st - 3rd Unexcused/Unverified

1st – 3rd unexcused/unverified tardy in each class (per Semester):

The classroom teacher may administer ANY OR ALL of the following:

- Automated message to parent (pre-programmed into Synergy)
- Verbal warning/student conference
- Classroom consequence from teacher
- Loss of classroom privilege/reward
- Tardy reflection assignment
- Phone call home/parent conference
- Reduction of conduct grade (Cannot earn an 'E')
- Teacher detention
- Referral to athletic coach, club advisor, etc., if student is involved in extracurricular activities

Tardy Policy- 4th to the specified class period and more unexcused/unverified

4th and each subsequent unexcused/unverified tardy to any one class per semester:

Student is Eligible for a Referral to Dean of Students or Counselor (at the discretion of the teacher **OR** by office/admin review of student records): **Any or all** consequences below may follow:

- Any or all of 'a' through 'g' above (*Administered by the Teacher, Dean, and/or Admin*)
- Lunch Time Detention**

- c. Parent conference with counselor or admin
- d. Community service hours assigned to clear up tardies
- e. Counseling
- f. Loss of One or More School Privileges*
- g. Other (at the discretion of administration)

Teacher consequences:

- a. Teacher lowers conduct grade to 'N' or 'U'
- b. Mandatory Tutoring Assigned with Teacher
- c. Teacher assigned detention
- d. Loss of classroom privileges