



Amos Alonzo Stagg High School

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Tardy Policy and Procedures

Regular and punctual attendance is expected of all students at Stagg High School. The expectation is that students are on time to each class. Some teachers define “on-time” as in a seat, others as in the room. Students not in a classroom when the late bell rings, or not under the direct supervision of a staff member in the hallway, will be subject to the “Tardy Sweep” and progressive consequences for tardiness.

School-Wide Tardy Sweeps

- Coordinated by Administrator in charge of Safety and CSM staff
- Take place daily at the start of 2nd, 3rd, and 4th periods

Tardy Sweep Procedures

- CSMs, administrators, support staff and teachers “sweep” the campus, directing tardy students to D2 (across from the backside of the Wellness Center) for processing. Students are to have their student ID
- Tardies are recorded in MINGA (replacement for the HERO system) and a tardy slip is printed and given to the student
- Tardies are monitored by CSMs, counselors, CWA and SWA staff and administrators for appropriate consequences and interventions
- Teachers are not to let students into the class without a tardy slip and will check the slip to ensure the correct date/time and that the pass is not being reused
- Teachers record student attendance and tardies in Synergy
- Tardies will be cleared by student attending detention

Tardy #1-2:

- Student issued tardy slip and sent to class
- Student gets a warning

Tardy #3-6:

- Student issued a tardy slip and assigned 30 minutes after school detention **per tardy**
- Teacher calls home and notifies parent/guardian of tardies and document in Contact Log
- Student is placed on the **NO GO LIST**→ **STUDENT IS INELIGIBLE TO PARTICIPATE IN SCHOOL SPONSORED ACTIVITIES** (includes sports, clubs, organizations, dances, rallies, etc.) **UNTIL ALL DETENTIONS ARE SERVED.**

Tardy # 7+:

- SST is scheduled with counselor, administrator, CWA/SWA and teacher.
- Additional 30-minute after school detention(s) issued **per tardy**
- **STUDENT IS INELIGIBLE TO PARTICIPATE IN SCHOOL SPONSORED ACTIVITIES** (includes sports, clubs, organizations, etc.) **UNTIL ALL DETENTIONS ARE SERVED.**
- Student is placed on an Attendance Contract
- Teacher and CWA/Attendance staff continue phone calls to parent/guardian
- Continue conferences with parent/guardian
- Seniors will need to clear their tardies BEFORE the graduation ceremony to get tickets.
 - **Chronic truancy may result in SARB (School Attendance Review Board) Hearing and placement at an alternative school**