

School Wide Tardy Policy Revision effective February 2, 2015

It is the expectation of the administration and teachers of RRCS that all students arrive at each class on time. Students should be in the room when the tardy bell rings to begin class. Disciplinary action for students who are tardy will be taken in accordance to the frequency of the offense. Teachers, during their planning periods, should expect to assist in the issuance of tardy passes to students who are late to class. This duty should take no more than 5 minutes at the beginning of the period. Even if a student shows up late to class without a tardy slip you can write them one and turn in the white copy to Ms. Monte.

If a student is not in his or her class at the ringing of the tardy bell, he or she will be “swept” to the teacher or administrator on duty for that particular hall. The teacher will provide the student with a pass to enter class (Yellow Copy) and turns in the white copy to Ms. Monte. All classroom tardies are documented by Ms. Monte and once a student accumulates three tardies, disciplinary action will be taken according to the guidelines described below. The accumulation of tardies includes unexcused late check-ins. The attendance clerk, Mrs. Britt, will provide a list of any unexcused check-ins to Ms. Monte.

- Third tardy – Administrative conference with parent and student.
- Sixth tardy – Parents of the student will be notified and the student will serve in-school suspension.
- Subsequent third tardy – Parents of the student will be notified and the student will be suspended.