

Checking in and Tardiness Procedures

Tardiness, for the most part, reflects improper planning and a disregard for punctuality. Because Springwood considers instructional time extremely important, all tardiness, whether excused or unexcused, will accumulate for possible assignment to detention. Check in/out for personal reasons will also be counted the same as tardies.

Definition of tardy to school - When a student arrives in his/her assigned room anytime after the tardy bell rings at 8 a.m.

Grades K-6



The students should report directly to their classroom teacher. Notes should be brought from parents explaining the reason for being tardy.

Grades 7-12

Tardiness to School

Each student in grades 7-12 will be allowed two tardies per semester without penalty. Tardiness to school is not distinguished as excused or unexcused. If a student is late, he/she is considered tardy. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration.

A detention will be issued for all tardies after the second one of the semester. Detentions for tardiness must be served the following Wednesday morning from 7:05 until 7:55 a.m. Consequences for repeated tardiness to school are as follows:

- Third Offense – Assigned to detention on Wednesday morning.
- Fourth Offense
 - The student will receive detention and must serve on Wednesday morning.
 - The student's parent(s) will be contacted.
- Fifth Offense
 - The student will receive their fourth detention and must serve on Wednesday morning.
 - The student will lose their break privilege.
 - A conference with the student, his/her parents, and the division director will be held.
- Sixth Offense
 - The student's parent(s) will be contacted.
 - The student will be suspended in-school for one day with grades of zero awarded in all classes for the day of the suspension.

Tardiness to Class

If a student is tardy to class and does not have a valid written excuse from the teacher of his/her previous class, then an unexcused tardy is given. The teacher is responsible for notifying the administration. Tardies to class are treated the same as other tardies that occur, such as being late to school in the morning.

Checking out of School

Grades 1-6



When a student plans to check out of school during the day, a note from home should be brought to the teacher. The checking out procedure is done in the FAC Office. In case of sickness which develops during the day, the student's parent will be called and the student will check out in the FAC Office.

Grades 7-12

Check-in and check-out slips will be given in the High School **only**. There will be no check-in or check-out slips given in the FAC office. When a student plans to check out of school during the day, a note from home must be brought and presented to the High School Office before school starts. Office personnel will give the student a note to take to his/her teachers to inform them that the student will not be in class. In case of sickness which develops during the school day, the student should come to the High School Office and call his/her parents for permission to leave. A note will be given to the student to take to his/her teachers to notify them of the student's absence from class. Students should not send the note to their teachers by another student. If the student is physically too ill to take the note himself/herself, the note will be taken to the teachers by school personnel. When the note has been signed by all the teachers of classes missed, the note must be returned to the High School Office. Failure to follow procedure will result in a detention being given to the student.

Appointments (such as medical, driver's license, etc.) are to be scheduled so that students meet them after school rather than missing school in order to return later for after-school activities. Check outs/ins for personal reasons will be counted as accumulated tardies for detention assignment since instructional time is missed as a result of these absences from class.