

## High School

### Page 2

#### D - Leaving School Early (please add)

#### **School Assembly:**

If students are to be excused for any part of the day a parental note must be submitted to the main office no later than 10am.

- Phone calls for immediate dismissal will not be accepted.

- Page 3: TARDIES

#### **Tardiness to School/Chronic Tardy Policy**

Promptness to school must be of the highest priority; therefore, students are expected to make every effort to be on time for school each day. A student is considered tardy to school if he/she does not report to homeroom by 7:38 a.m. Students who are tardy to school should sign-in at the main office. Repeated failure to do so will result in detention, in-school suspension, or out-of-school suspension. Additionally, a written explanation for each tardy, signed by a parent or guardian, must be submitted within three days. If a written explanation for a tardy is not submitted within three days, the tardy shall be considered an illegal tardy even if a legal excuse is brought in after the three day time period.

Tardy referrals will be written by the attendance secretary and will handled in the following manner:

#### **Tardies #1, 2, 3, & 4:**

Entered on student's permanent attendance record

#### **Tardy #5:**

- Entered on student's permanent attendance record.
- Student is added to the chronic tardy list and detention will be assigned every subsequent tardy ***per quarter.***

#### **Tardy to Homeroom**

If a student arrives to homeroom after the 7:38 bell, without a pass, they are considered tardy to school. The teacher should note the late arrival as NP. As with tardies to school after the 5th late arrival to homeroom, students will earn a detention for every subsequent late arrival ***per quarter.***

### **Summer School**

Since summer school is a non-mandatory alternative program, eligibility to enroll will be based upon:

- a minimum grade average of 55%
- minimum of 85% attendance
- guidance counselor recommendation
- building principal approval

A minimum grade average 50

### ✓ **Removal from Class**

A classroom teacher may remove a disruptive student from class for up to three class sessions. The removal from class applies only to the class from which the student was removed. Students who are removed from class must report to the office immediately.

\* A classroom teacher may remove a disruptive student from class for one class session.

Page 22 - please replace for PP that reads

*If a student uses a cell phone/electronic device and/or listening device during class, without the teacher's permission, the teacher will contact home and send a referral to the office. Administrators may assign consequences ranging from a warning to out-of-school suspension.*

### **Cell Phones in Class**

**First Offense:** Teacher detention and phone call home. In addition, the student is responsible for class work and/or assignments missed because of absence.

**Second Offense:** Teacher phone call home, Referral to office, and two detentions will be assigned.

**Additional Offenses:** The student will be assigned in-school suspension, administration will contact parent/guardian, student will meet with administration, guidance counselor and/or parent/guardian as appropriate.

Please add section D:

**D. Cell phone use will not be permitted in the Main Office when students are sent out of class for behavior. Students will be required to put their cell phones in the safe container**

**hosted by the Main Office Secretary. Students may retrieve their cell phone at the when they are dismissed from the Main Office.**