**PONDEROSA HIGH SCHOOL**

***TARDY POLICY – SCHOOL WIDE***

Students are expected to arrive at school and to each class period on time and prepared for class. Common problems such as car trouble, oversleeping, or forgetting materials in a locker are unacceptable reasons for tardy arrivals to school or class. Be aware, a tardy arrival to class of twenty minutes or more is considered and will be recorded as an unexcused absence.   
  
Because it is important that all students develop punctual attendance habits to maximize the educational opportunities afforded them at school, the following tardy policy will be in effect for the entire school year:

**Unexcused Tardies (Per Semester)**

**1st & 2nd Tardy:** Teacher/student contact: The teacher will conference with the student and re-establish the expectation for punctual attendance.

**3rd & 4th Tardy:** The teacher will implement the following consequences and warn student about future consequences:.

* The teacher will notify the parent by phone or email of the issue and warn that if it continues a referral to the office will be submitted.
* The teacher will assign a class consequence to the student

**5 or More Tardies:** The teacher will initiate a written referral to the appropriate administrator and notify the student of this action.

**Consequences:**

* The teacher will assign a class consequence to the student.
* The administrator will conference with the student and assign consequences.
* The administrator will notify the parent.

Class consequences may include: Loss of participation points, loss of pass privileges, make up time before school, an extra assignment, etc. Make up time can be with individual teacher or organized by department.

Failure by student to complete any assigned in-school or after-school disciplinary action may result in additional consequences.

Administrator consequences may include: Lunch detention, Saturday School, Loss of before and after school privileges - including but not limited to Dances, and athletic or activity events.

***ABSENCE POLICY - SCHOOL WIDE***

* All excused absences must be called into the office by a parent within 48 hours of the absence. Absences will not be excused by administration after this 48 hour window. Plagiarized calls or notes will result in an automatic Saturday School or suspension.

* Teachers reserve the right to not distribute or accept work that was assigned during an unexcused absence.
* 5 or more unexcused absences in a class (per semester) will result in consequences from administration. Excessive absences may also involve judicial action as legally students must be in class!

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_