



## **Belleville High School Tardy Policy 2022 – 2023**

Belleville High School believes that success in school is dependent upon punctual, regular attendance. Research shows that being on time for class contributes to a positive learning environment and leads to increased student achievement. We also believe it is an important life skill that benefits all students. The tardy policy at BHS has been established to ensure a minimum of interruptions in the educational process in each classroom. Students are expected to arrive at school on time, ready to participate and learn.

Because we view chronic tardiness as a serious problem, we will adhere to the following tardy policy, as developed by the Belleville High School Administration.

### **1<sup>st</sup> Hour Policy**

- o Students arriving to class after the 7:10 a.m. bell has sounded will be considered tardy (if arrival by 7:29 a.m.). Tardy is recorded by the teacher in MiStar and the student remains in class. Note: Students that are 20 or more minutes late are considered absent, but should remain in class.
- o Administrative intervention TBD.

### **2<sup>nd</sup> – 6<sup>th</sup> Hour Policy**

The tardy policy for 2<sup>nd</sup> – 6<sup>th</sup> hours is as follows: Students are given 5 minutes of passing time to move from one class to another. To help students stay on task, we provide a 1 minute warning bell each passing time except 4<sup>th</sup> Hour.

- o Any student arriving to class after the bell has sounded will be considered tardy. Tardy is recorded by the teacher in MiStar and the student remains in class.
- o Students more than 5 minutes late should be sent to their Assistant Principal in Office 200/300.

<b>Assistant Principal</b>	<b>Last Names</b>	<b>Office</b>
<b><i>Green</i></b>	A – F	200
<b><i>Roberson</i></b>	G – N	300
<b><i>Wright</i></b>	O – Z	200
<b><i>Wilsey</i></b>	New Tech	300

- o Administrative intervention TBD.



## **Responsibilities for all Stakeholders**

### **Student's Responsibility**

- o Get to class on time – 1 minute warning bell provided.
- o If late, report to class expeditiously
- o If more than 5 minutes late, report to Office 200/300.

### **Teacher's Responsibility**

- o Close door after bell rings to begin class.
- o Promptly take attendance in MiStar; mark student tardy
- o Do not write passes during the first and last **10 minutes** of each hour
- o Contact parent/guardian of students who have “chronic” tardy problems.
- o Notify office of any persistent violators.
- o Send students that are more than 5 minutes tardy to Office 200/300.

### **Secretary Responsibility**

- o Provide Assistant Principals with weekly tardy report at the end of each week.

### **Hall Monitor's Responsibility**

- o Encourage students to get to class on time.
- o Sweep hallways after the tardy bell
- o Continue to monitor bathrooms and hallways during class.

### **Administration Responsibility**

- o Review weekly tardy report
- o Determine tardy consequences and/or interventions
- o Contact parent/guardian of students who have “chronic” tardy problems.

***\*\*The tardy count will reset at the beginning of each semester.\*\****