

Staff Information Sheet for Tardies at Loggers' Run Middle School

[Read and explain this letter to students in every class, every day for the week (or a minimum of 3 days) prior to the "renewed focus" on the tardy issue]

Students who are not arriving for class on time is an issue that needs to be addressed by all. We decided that everyone in the Loggers' Run Middle School family needs to be on the same page. Everyone's cooperation, including all students and staff, will be very important in creating a safe environment at school and focusing on reaching each student's highest academic potential. Teachers are losing valuable teaching time and students are losing valuable learning time that they need in order to be promoted. The tardy policy is as follows;

Tardy Policy

- A student is tardy if he/she is NOT in class by the late bell

- A student is tardy if he/she does NOT have a pass if entering class after the late bell or designated time.

If we all work together on this "very simple" Tardy refresher, then both students and staff will know exactly what to expect at all times. Remember, everyone's safety and learning is important to all of us!

CONSEQUENCES FOR TARDIES

Should we encounter students who violate these "very simple" tardy rules, staff will follow the following corrective actions:

- Student will be sent to the tardy room (ISS) for that period
- Continued pattern of lateness will result in further administrative action

(Tracked and Issued by Administration and Staff)