

## TARDY AND TRUANCY RULES & PROCEDURES

### Rules:

1. Students will be seated in class, with materials ready, when class begins.
2. Students must remain on campus the entire school day unless excused through the attendance office.

### Truancies

1. A student is considered truant after missing 20 minutes or more of class time.
2. All truancy referrals are forwarded to counseling staff for assignment to Saturday School.

### Procedures

1. All staff members will stand outside their classrooms or monitor their designated areas during every passing period. Positive strategies will be used to encourage promptness.
2. Teachers are responsible for handling the first three (3) tardies per six-week block and for assigning consequences.
3. Teacher-assigned after-school classroom detention per district policy must provide:
  - 24 hour notice to parents
  - Note or phone call to parent or guardian
4. Citizenship grades lowered for habitual tardies.
5. Teachers submit written referrals to counseling office when students have been tardy for the fourth time per six-week block. Do not send student, send only the written referral.

### Tardy Consequences (Recorded in a six-week period)

1 <sup>st</sup> -3 <sup>rd</sup> Tardy	Handled by teacher (warning, parent contact, classroom detention assigned, citizenship grade lowered a grade)
4 <sup>th</sup> Tardy	First written referral to counseling staff, after-school detention
5 <sup>th</sup> Tardy	Second written referral to counseling staff, after-school detention assigned, and citizenship grade lowered to "U"
6 <sup>th</sup> Tardy	Written referral to counseling staff, assigned to Saturday School

## ATTENDANCE POLICY

**PARENTS/GUARDIANS MUST REPORT ALL STUDENT ABSENCES BY PHONE** (858 496 8330). Whole day absences not cleared within 72 hours will be recorded as truancies. Period absences may only be cleared ahead of time through the use of an excuse slip from the Attendance Office. It is the student's responsibility to see that absences are cleared. Montgomery also has an auto-dialer that calls to student's homes that have been marked absent after three periods. Any student with six periods of unexcused absences is considered to be truant one day and the student will be assigned to attend Saturday School.

