

Greenfield High Tardy Guidelines & Procedures



LATE GUIDELINES

- A student who is not in the classroom at the time of the bell is considered to be late, and will be marked "L" for late to class.
- If a student misses 15 minutes or more of a class period without a valid excuse, that student will be marked as truant.
- This code applies to periods after the first of the day. (See below for tardy to school.)
- ***Attendance Office: Automatic robocall made to parent/guardian for each truancy if a student is absent for 15+ minutes from class.***

CLASSROOM LEVEL

Late
1-2

Verbal warning to student from teacher

Late 3

Upon 3rd late in a specific class period, the classroom teacher communicates home

ADMINISTRATIVE LEVEL

TARDY TO FIRST HOUR

- Any student who arrives tardy to first period and brings in purchased food or beverages (e.g. McDonald's, Starbucks) will need to dispose of them upon arrival.

Tardy
5 - 10

Any student who is chronically tardy or late (5+ tardies to 1st period class/semester and/or 10+ tardies overall/semester) without a valid reason will be subject to school-based consequences including and not limited to: keeping cell phone in the office for one or more days, a parent phone call, restrictions from extracurricular activities and/or school events (e.g. homecoming, prom), issuance of one or more detentions, revocation of a parking pass without a refund, loss of open campus privilege, referral to Greenfield Police for municipal citation.

Proactive Measures to Promote On-Time Attendance

- 1-minute warning bell/tone
- School-wide weekly attendance goal (95%) posted in high visibility area
- Daily attendance rate posted in high-traffic area
- Regular attendance-focused communication with students and families (family newsletter)
- Monthly student incentives
- Recognition of students with high-level positive attendance and improved attendance

Tardy
5 & 10

Letters sent home via IC

Teachers: Other than these automatic classroom and administrative steps, please communicate with administration and student services if you have extenuating attendance concerns for a student in your class.