

## Eastwood High School Tardy Policy

All students are expected to be in each of their classes seated and ready to learn by the time the tardy bell rings. All students have 5 minutes between each class to transition.

The administration will do weekly tardy sweeps to ensure students are in class on time. If a student is caught in a tardy sweep he/she will be required to attend detention the following day during the first 15 minutes of lunchtime. If a student does not attend his/her detention they will then be placed into SAC for one day.

Parents are able to access the **Home Access Center**, which is a convenient, web-based tool that allows parents/guardians of Ysleta ISD students to keep track of their child's academic progress, attendance, and tardies.

Below are the steps teachers will take when a student arrives tardy to their class:

### Teacher Tardy Procedures

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> tardy: Record the unexcused tardy and conference with the student.
- 4<sup>th</sup> tardy: Give a verbal warning and contact the parent.
- **5th tardy:** Teacher **MUST** write a referral on EschoolPlus to the student's administrator. Do not send the student out of class. The referral should specify the student's dates of tardies and the parent's contact documentation so that the discipline plan may be enforced.