

Rogich Middle School Tardy Policy

Student attendance and class participation are the number one predictors of academic success. When students are absent or tardy, overall academic achievement is affected. Not only do they miss crucial direction and instruction, but they also disrupt the instruction of others.

Due to our proximity to several parks, another common issue is students who leave campus after being dropped off or during the day, then return late for their classes. We would like to ensure that parents are fully aware when their child is not in class.

First Unexcused Tardy

- Students will be expected to know how to get to class within the allotted 4-minute passing period. Students are considered tardy if they are not in the room when the bell **finishes** ringing.
- Teachers will record an unexcused tardy if the student has missed 30 minutes or less and 30 minutes or more of a class period results in an unexcused absence.
- Administration will run the attendance report at the end of each day. A Minor Behavior Incident (MBI) will be recorded in Infinite Campus for any student tardy or unexcused absence and the parent will be notified via email.

Note: We understand when circumstances arise in the morning and ask that you provide a note to excuse the tardy.

Second Unexcused Tardy

- The discipline office will call to notify you that your child was tardy or absent (unexcused) and inform you that next time your child is tardy, you will need to sign your child in and meet with administration to determine a solution.

Third unexcused tardy

- Parents will be notified and need to sign their child into school the next day at the Discipline Office to ensure that parents are aware and help support the importance of timeliness to class and its correlation to student success.
- If parents fail to report with students, students will wait in 'In House Suspension' until a conference with the parent and a Rogich Administrator.

**Instruction is provided while students are in the In House Suspension

More than three unexcused tardies

- When a student has more than three unexcused tardies, the minor behavior will be upgraded to a major behavior incident subject to CCSD progressive discipline.

Please contact the Discipline Office directly with any questions you have at 702-799-6040 ext. 4500.

We appreciate your support while we continue to encourage students to strive for excellence in Rough Rider Country.