

# WOODSTOCK HIGH SCHOOL

## TARDY / SKIPPING CLASS / LEAVING CAMPUS POLICY

### Tardy to School and/or Tardy to Class

Tardies to school or class will result in progressive discipline. Students should be in class on time ready for classroom instruction. The **8<sup>th</sup>** unexcused tardy to school or class (regardless of check-in time), and every **5<sup>th</sup>** tardy thereafter, will result in an Administrative Referral. Tardies are per class. Tardies begin back at zero for second semester.

### TEACHERS MAY HANDLE TARDIES BEFORE THE 8<sup>TH</sup> WITHIN THEIR CLASSROOM CONDUCT EXPECTATIONS.

*Teachers may issue teacher detentions, if desired, for individual classroom tardies not receiving an Administrative Referral.*

- 1<sup>st</sup> Administrative Referral 1 day of Administrative Lunch Detention
- 2<sup>nd</sup> Administrative Referral 1 day of ISS & loss of parking pass for one week if unexcused tardies to school
- 3<sup>rd</sup> Administrative Referral 3 days of ISS & loss of parking pass for the remainder of semester if unexcused tardies to school
- 4<sup>th</sup> Administrative Referral 5 days of ISS & loss of parking pass for the remainder of the school year if unexcused tardies to school
- 5<sup>th</sup> Administrative Referral 7 days of ISS

*From 8:15 – 8:25 a.m., students report to class and are marked tardy by their teacher. After 8:25 a.m., students must check in with the attendance office and bring the teacher a check-in slip. Students will not be admitted to class after 8:25 a.m. without a check-in slip.*

*For further information regarding the Cherokee County School District attendance policy, please refer to the 2020-21 CCSD Student/Parent Handbook and Code of Conduct.*

### Skipping Class

An Administrative Referral will be given for skipping class. Students arriving more than 10 minutes late to class without an approved late pass will be considered skipping.

- 1<sup>st</sup> Administrative Referral 1 day of ISS
- 2<sup>nd</sup> Administrative Referral 3 days of ISS
- 3<sup>rd</sup> Administrative Referral 5 days of ISS
- 4<sup>th</sup> Administrative Referral 5 days of OSS
- 5<sup>th</sup> Administrative Referral 9 days of OSS & possible Tribunal scheduled

### Leaving Campus

An Administrative Referral will be given for students who leave campus unauthorized.

- 1<sup>st</sup> Administrative Referral 3 days of ISS & loss of parking pass for one week
- 2<sup>nd</sup> Administrative Referral 5 days of ISS & loss of parking pass for the remainder of semester
- 3<sup>rd</sup> Administrative Referral 9 days ALT School & loss of parking pass for the remainder of the school year