**DDMS Unexcused Tardy Policy**

***What is an unexcused tardy?*** An unexcused tardy is when a student arrives to class after the official class start time. There are no bells at DDMS, so classroom clocks determine the official school time. Each period has a specific time for starting. If a student shows up AFTER this time and does NOT have a pass from an approved staff member, then that student will be given an unexcused tardy.

***Does an unexcused tardy matter at 8:15?*** Yes. If a student shows up on campus and is not in their homeroom by 8:15, they are required to stop by the front office to sign-in for the day. The front office staff will determine if the student’s lateness is considered excused or unexcused. A pass will be given to the student indicating that decision and this pass is required to enter homeroom after 8:15. If a student does not have a pass, they will be sent back to the front office to retrieve one. Unexcused homeroom tardies given to the student by the front office will follow the same tardy policy as regular class tardies.

***What does on-time “arrival” look like?*** Arriving to class means that the student is in the classroom and participating in the teacher’s warm-up or other instructions.

***What does “tardy” look like?***

Some examples of an unexcused tardy:

* A student in the hallway (anywhere in the hallway)
* A student standing outside the classroom door
* A student in the bathroom (without a pass)
* A student with a staff member that shows up without a signed pass

Students WILL NOT be allowed to show up for class and then return to a staff member in order to get an excused tardy. No exceptions. Students that show up on time for class, will speak with their teacher for specific permission/reasons to leave the room; a pass will be given to the student if they are granted permission to leave. Once students are in the room, they are in the room!

It is the student’s responsibility to obtain an excused tardy pass from a staff member. If a student is meeting with a staff member they are responsible for watching the clock. If it is determined that the student will be late (even just a few seconds late), that student will need to ask for an excused tardy pass.

***What does an excused tardy pass look like?***

An excused tardy pass is written and signed within the student’s agenda or on a blue DDMS tardy slip. A teacher’s signature/initials must be present for the pass to be accepted.

***Unexcused Tardy Policy:***

1st unexcused Tardy = Warning

2nd unexcused Tardy = Silent lunch/parent contact

3rd unexcused Tardy = Admin referral for ISS during the class period student is late

4th unexcused Tardy = Admin referral for ISS during the entire day

5th unexcused Tardy = Admin referral; consequence determined by Admin

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