

WARNING

Dear Parents/Guardians:

Please be advised that tardies and the consequences associated with them can have an adverse effect on your student's grades. We have included a copy of the tardy policy to reinforce the necessity of being on time for class. Please reinforce promptness with your son or daughter, and thank you for assisting the Rock Falls High School Staff with this matter.

TARDY POLICY

The tardy policy is based on the premise that all students should be in class, in their assigned seat, and prepared to work on the bell at the beginning of each class period. Tardies are accumulated on a period-by-period basis and per semester. The following policy has been adopted:

TARDIES 1 – 3:

- A. Teacher assigned progressive discipline plan;
- B. Explanation of teacher expectations, including definition of each tardy to each assigned class.
- C. Record keeping in teacher's grade book;
- D. Referral documentation after the accumulation of 4 tardies to the Assistant Principal;
- E. Documentation must include parent contact, and method of delivery (telephone, mail, or face-to-face attempts, date/time, etc.)

The administration reserves the right to alter the following format to serve in the best interests of individual students:

4 th Tardy	One administrative detention
5 th Tardy	Two administrative detentions
6 th Tardy	ALC/one day
7 th Tardy	ALC/two days
8 th Tardy	ALC/three days
9 th Tardy	1-Day Suspension from School
10 th Tardy	2 Days Suspension from School
11 th and all succeeding tardies-	3 Days Suspension from School

The Assistant Principal reserves the right to substitute community service for the consequences outlined above.

Sincerely,

Brody Rude
Assistant Principal
Rock Falls Township High School