

Dear Talawanda HS Parents/Guardians,

As a parent/guardian of a Talawanda HS student, we value your partnership in ensuring a conducive learning environment for all our students.

We would like to send out a reminder of our tardy policy, which is designed to foster punctuality and regular school attendance. Please review the tardy policy below with your student, highlighting the consequences associated with specific thresholds. It is important to note that at the semester break, all student tardies reset to zero. As you can see below once you get to 3, 6, 9, 12, or 15 unexcused tardies to school a consequence will be issued.

TARDY AND EARLY DISMISSAL GUIDELINES

*Students who are tardy to class throughout the day (assuming arrival to school was reported as 'on time') will be dealt with at the discretion of the classroom teacher. This may include detentions or office referrals. Teachers will report student tardies on ProgressBook period attendance for tracking purposes.

*Students who are tardy to school, meaning they were not present on time for 1st period attendance at 8:15am, will be dealt with at the administrative level and are required to report immediately to the main office upon arrival at school. At that time, student arrival time will be noted and the student will be sent to class with a signed/timed pass from the office. The following protocol will be followed for tardy violations:

1st offense (3 tardies) = 1 lunch detention

2nd offense (6 tardies) = 2 lunch detentions & Loss of parking privileges (semester)

3rd offense (9 tardies) = After school detention

4th offense (12 tardies) = 1 Day ISA

5th offense (15 tardies) = ISA / Truancy / Administrative discretion

To facilitate timeliness, our school building opens daily at 7:00 am, and we recommend that students be inside the building no later than 8:08 am each morning to be on time. This proactive approach ensures a prompt start to their school day.

Additionally, each student is granted 10 parent/guardian notes throughout the school year, which can be utilized to excuse absences or tardies to school. It's important to be mindful that once the 10 notes are exhausted, subsequent incidents will be considered unexcused.

Your collaboration in emphasizing the importance of punctuality with your student is greatly appreciated. If you have any questions or concerns regarding this policy, please don't hesitate to reach out.

Thank you for your continued support!