



Dear parent or guardian:

School is the source and foundation in which student begin to develop the important skills needed to succeed and thrive in the real world. This year at Athens Drive we are going to reinforce the importance of arriving on time to school and class throughout the day. Getting to school and/or class on time is a vital, necessary beginning for all students to ensure they are reaching their full potential each and every day. The entire faculty at Athens will define a tardy as in your seat when the bell rings. Below you will find both the tardy policy for Athens Drive this year and the role of each of the members of the Athens Drive community. The faculty at Athens appreciates your support and looks forward to a successful year at the Drive.

### **Tardy Policy**

1<sup>st</sup> Tardy- Phone call home

2<sup>nd</sup> Tardy- Phone call home

3<sup>rd</sup> Tardy- Teacher assigned lunch detention and parent notification by teacher

4<sup>th</sup> Tardy- 3 days of ASD and parent notification by administration

5<sup>th</sup> Tardy- 1 day of ISS or ninety minutes of Saturday School, 8am-9:30am

6<sup>th</sup> Tardy- 1 day of OSS or three hours of Saturday School, 8am-11am

7<sup>th</sup> Tardy- 1 day of OSS

OSS- Out of School Suspension

ISS- In School Suspension

ASD- After School Detention

### **Each person as a role:**

**Administrators-** will support teacher by assigning Saturday school and suspensions if necessary

**Security-** will patrol the campus helping students get to class on time and help wandering students get back to their classes

**Teachers-** will monitor the hallways during class change and keep traffic moving as a positive adult presence. Teachers will record their attendance daily on SPAN and contact the parent when tardiness is a problem.

**Students-** will arrive to each and every class on time. They will attend detention and Saturday School if it is assigned

**Parents-** will support their child in arriving to school on time. Parents will communicate with teachers and administrators and support the discipline process

Sincerely,

Mr. William Crockett