



Tardy Policy

Date Adopted: December 1, 2014. Date Revised: November 20, 2015

NOTE: Policy in compliance with Chicago Public Schools' Absenteeism and Truancy Policy (703.1 – Adopted 2/22/06)

POLICY PURPOSE

The purpose of the Lake View High School *Tardy Policy* is to reinforce the importance of timely attendance at school and life.

POLICY DESCRIPTION

All Lake View High School students must arrive to first period class on time before 8:15 a.m.

All students must arrive to all classes, including lunch, before the second attendance bell sounds for each period. "Attendance Stations" on floors 1, 2, and 3 allow students to independently swipe IDs for a Tardy Pass or Temporary ID. The computer will then input that tardy into CPS Verify System, which will keep a log of the cumulative tardies. Students who fail to adhere to this policy will be subject to the following progressive consequences.

IF A STUDENT ACCRUES THREE (3) TARDIES:

- **One (1) detention** will be provided.
 - Detentions can be served from 3:30-4:30 on Wednesday, and 3:45pm-4:45pm on Thursday.
 - To clear all attendance tardies from the week, a student can attend Saturday Detention from 9:30am-11:30am

IF A STUDENT ACCRUES FOUR (4) OR MORE UNSERVED DETENTIONS:

- **Saturday detention becomes mandatory.**
 - Saturday Detention runs from 9:30am-11:30am. Students must attend on time and stay for the duration.
 - Parents/guardians will receive a phone call home alerting them to the mandatory Saturday Detention no later than the Thursday morning before the Saturday Detention is to be served.
 - Students can also check their tardy counts by looking at the tardy count poster across from the Peace Room in 109, as well as on any tardy slip they are issued.

IF A STUDENT FAILS TO ATTEND THE MANDATORY SATURDAY DETENTION:

- **Mandatory Parent Conference** the following Tuesday at 8:30am for parent/guardian and student. *
 - Students will report to Door 6 with their parent/guardian no later than 8:25am and be directed to the meeting (usually in the Auditorium.) Students and parents/guardian will participate in a review of data and reflection on how to both arrive to school and classes on time, and serve detention in a timely fashion.

IF A STUDENT FAILS TO ATTEND THE MANDATORY SATURDAY DETENTION AND THE MANDATORY PARENT CONFERENCE

- **Out-of-School Suspension (OSS).**
 - Student will receive OSS notice on Monday.
 - OSS will be served the Thursday after the missed Saturday detention.

NOTE

- Students with an emergency that makes them unable to serve the mandatory Saturday Detention will report to door 5 with a note explaining the absence, including a parent phone number or email address, on their return to school. Student will then report to 109 to reschedule with the dean. Student will serve the following Saturday, and that Detention will only wipe out the detentions accrued before the initial serve date, not any accrued after that date in the intervening week.
- Intervention and support services, such as counseling, will be provided for student in cases when the above listed actions are not successful.