

## **AHS 2021 - 2022**

### **Tardy Procedures**

It is the responsibility of the student to be in the classroom on time. Students are considered tardy once the tardy bell has rung.

### **Tardy Policy (Reports are ran every 3 weeks)**

<b>Tardy: 1-2</b>	Verbal warning from classroom teacher
<b>Tardy: 3-4</b>	Wake up call at 6:30am for Periods 1 & 2 tardies
<b>Tardy: 5</b>	Notice to Parents of Tardy (automated call)
<b>Tardy: 6-10</b>	Academic Makeup Time (AMT)
<b>Tardy: 11+</b>	Senior Contracts, Parent Meeting, School Growth Achievement Plan (SGAP) and/or Attendance-Activity eligibility Contracts

***If there are no improvements, we may conduct Home Visits, may make DCFS Reports/Referrals, may refer to SART if necessary, etc...***

### **Truancy Procedures (TT/U/UN/C)**

<b>6: TT/U/UN/C (2 Days)</b>	Students will receive automatic phone calls home for unexcused absences.
<b>9: TT/U/UN/C (3 Days)</b>	Truant Letter 1
<b>12+: TT/U/UN/C (4 Days)</b>	Truant Letter 2 & SART and Senior Contracts
<b>18+: TT/U/UN/C (5 Days)</b>	Submit a referral to SARB and recommendation to District Attorney

***If there is not any improvement, may refer case to Student Attendance Review Board (SARB), may conduct Home Visits, and/or make DCFS Reports/Referrals etc<sup>1</sup>...***

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<sup>1</sup> Each semester the tardies are set to zero to give students the opportunity to make positive changes