

University High School Tardy Policy
Approved 11-02-06

The administration follows the guidelines of the Illinois School Code with regards to the tardy policy. It is the feeling of the administration that students should attend, and be on time, to all classes unless there are extenuating circumstances that prohibit the student from attending. For the purposes of this policy, “tardiness” is defined as reporting late to class without being delayed by a member of the faculty, staff, or administration, bad weather, or appointments. Parent excused tardies will be allowed at the discretion of the administration. Written notification must be presented when arriving to school late. The five minute passing period is sufficient time to travel from one class to another. Because of the absence of bells, responsibility of being on time to class is awarded to the students.

Incidents of tardiness will be counted in any combination of classes, and will accumulate by academic quarter (9-week grading period).

Number of Offenses	Disciplinary Action
1-2 nd Offenses	Verbal warning for violation of the Code of Conduct
3 rd Offense	After school detention scheduled by administration
4 th Offense	Saturday school detention scheduled by administration
5 th Offense	Suspension from school and all school-sponsored events for up to ten (10) days provided that appropriate procedures are followed
Further Offenses	More than five (5) tardies will be handled on an individual basis by the administration. Consequences are at the discretion of the administration and may include, but are not limited to, expulsion