

Boltz Middle School

Tardy and Attendance Policies



Tardies-Students at Boltz should never be late to class and should be in the classroom when the bell rings. Students should be in the class ready to learn with the expectations created from that teacher in that particular classroom and can be identified as having an unexcused tardy based on teacher discretion at any moment after the bell rings.

- **In accordance with the new district attendance policy, the following policy and codes will be implemented.**
 - If the student comes to class 1-10 minutes with an approved excuse, they will be marked **Tardy (TE)**
 - If the student comes to class 1-10 minutes without an approved excuse, they will be marked **Tardy (TU)**
 - If the student comes to class after 10 minutes (11 minutes late to the halfway point of the recording period without an approved excuse) they will be marked "**Extreme Tardy (EXT)**".
- **Recording Practices/Protocols**
 - Students who are TU, TE, or EXT will be allowed to receive full credit for all their work.
 - Elementary and MS: EXT codes shall be applied by office staff.

If you have concerns about student behavior regarding this, please communicate with your grade level admin. Our 5-minute passing period is plenty of time to get from your class - to your locker - and to your next class. Having unexcused tardies is a behavior and one that we will address through the following steps:

- **Step 1 - 1st & 2nd tardy** – Verbal warning from classroom teacher (Teachers enter all tardies in Synergy when they complete attendance allowing admin to pull accurate data. Please have attendance taken within 15 minutes of starting class.)
- **Step 2 - 3rd & 4th tardy** – Verbal warning and phone call made to parent/guardian by student (Use the script and this can be facilitated by teachers or counselors but needs to be communicated amongst the team)
- **Step 3 - 5th tardy** – Verbal warning and written teacher referral to office, admin will pull student to the office to process once referral has been submitted to grade level admin – call to parent by admin – loss of school privilege (ex: lunch with friends, athletic competition, dances, activities)
- **Step 4 - 6th tardy** – Student informed by teacher, written referral to office, admin will pull student to the office to process once referral has been submitted to grade level admin and a meeting between teacher, admin, parent, and student – student call made to parent –tardy contract signed by parent and student.
- **Step 5 - 7 or more tardies** – Student informed by teacher – written referral to office for further disciplinary action (Escort to classes, ISS, or OSS)

Attendance Policy/Absences/Universal Attendance Recording

- **Unexcused Absence (U)**

- Late beyond the halfway point of the recording period without an approved excuse
- Absent without an approved excuse for more than half of the recording period.

- **Per the Colorado State Board of Education Code of Regulations on Standardized Calculation for Counting Student Attendance and Truancy 3:03 (4): “For any Department reporting purposes, a**

student who is present 50 percent or more of any Attendance Period during a scheduled school day shall be considered present for that entire recorded and reported period.

- **Excused absence cut off at 8 absences- proceed with same steps as below.**
 - 4 Unexcused absences: First Letter of Concern
 - 8 Unexcused absences: Second Letter of Concern. Survey given to students via appointment set up with grade level admin by attendance secretary. The results of this meeting will be communicated with parent/guardian by grade level admin.
 - 12 Unexcused absences: Teacher, Admin, Parent Meeting, *if a parent/ guardian is unable or unwilling to participate the school will conduct a home visit.
 - 15 Unexcused absences: Attendance review team and outside community groups as available. (Parent, Admin, Teacher, Student, Counselor/ Admin/SRO) *Refer to truancy officer and home visit to be completed.

Unexcused Absences and Tardy reports will be run weekly to be reviewed by teams at the meetings.

Perfect attendance and no unexcused tardies will be celebrated quarterly.