

TARDIES

If a student is more than five minutes late to a class, they must go to the Main Office or the Russell Office to record their tardy. She must also have a parent or guardian call the Main Office or write a tardy note explaining the tardy in order to qualify for an excused tardy; it is the student's responsibility to bring the tardy note to the main office immediately following the first period of the day. A student will not be let into the classroom without a tardy slip. If a student accumulates three unexcused tardies in a semester, she will be required to serve a detention.

Students may only have a combined total of three excused tardies and early dismissals within a semester. Any student who exceeds this limit will be required to meet with the Dean of Students and her parents/legal guardian. If a student is more than 15 minutes late for a class, it considered a cut and she will receive a detention.