

Lateness to school and to class continues to be a challenge for our students. In order to address the lateness concern EMS has adopted a new lateness policy. Students were informed of this change this morning and were given opportunities for questions and clarification during TCB time. The new policy will go into effect February 9, 2011.

*A student is late IF they are not IN THE CLASSROOM when the bell rings.*

*Students that arrive late to school between 7:55AM and 8:15AM should report directly to period 1. Only students that arrive to school after 8:15AM will be required to sign in the main office to ensure proper attendance records are maintained. These students should still be marked tardy to class.*

*Students that arrive late to school must bring a note from a parent or guardian explaining the lateness. MCPS guidelines will be used to determine excused or unexcused.*

*Teachers will document each excused and unexcused tardy.*

*UNEXCUSED tardies will result in consequences. The hierarchy for consequences school-wide will be as follows. The consequences are per class – they are not cumulative throughout the day. All students will start with a `clean slate' on the first day of each quarter.*

*1 – Warning from teacher*

*2 – Phone call or email home from teacher*

*3 – Community Detention (2:45PM – 4:00PM)*

*4 – Phone call home from administration and detention*

*5 – Parent conference with student, parent and administration*

*6 – Parent shadow partial day*

*7 – Parent shadow full day*