

August 17, 2009

Dear Horizon Parents:

The administrative team and the staff of Horizon High School are committed to working together to help make your student's fall semester a success. We believe that your student's academic success begins by your student coming to school on time and going to all of their scheduled classes. This letter is to inform you about this year's new tardy procedures.

Before we began making changes to our tardy procedures, the Attendance office, the Administrative team, and the Attendance Committee invested time brainstorming, having great discussions, and working with data to further refine our attendance procedures. Given the current data, we concluded that our current tardy procedures were not as effective as they could be. We believe that the new tardy procedures are more effective and will help decrease the amount of tardies we are having.

The new tardy procedures will begin this Thursday, August 20, 2009. The periods that we are targeting will be first and sixth hour. After we have successfully implemented the new procedures, collected data, and worked with the data, we will revisit the procedures to see if it will work for all periods.

The new tardy procedures will be as follows: These are for 1st and 6th hours only.

If a student fails to get into his/her designated class by the time the tardy bell rings, that student is tardy. If a student happens to be outside of their class when the tardy bell rings, and it is either 1st hour or 6th hour, he/she will be required to come up to the counseling hallway and pick up a pass to class. No teacher will allow students into 1st or 6th hour without a signed pass from the attendance office. We realize that certain circumstances beyond our control may prevent students from arriving on time. To that end, every student will be allowed two free tardies per semester. Tardies cannot be excused by parents/legal guardians except for the following reasons: a doctor's appointment, a dental appointment, a legal appointment/subpoena, or a religious observance. (A note from the proper office is required)

Once students have three total tardies (school wide), and that student is tardy to either first hour or 6th hour, he/she will be assigned a detention to be served that day.

For example, if a student is tardy to either first or sixth hour, and his/her total tardies in all of their classes equal three or greater, he/she will be assigned a lunch detention or an after school detention to be served that day. If a student is tardy to first hour, he/she will be issued a lunch detention. If a student is late to 6th hour, he/she will be issued an after school detention. Due to transportation issues, if a student is unable to serve an after school detention that day, he/she may choose to do a lunch detention the following day.

If a student fails to serve or forgets to serve the detention, he/she will serve an in-school suspension the following day for the hour he/she was late.

Tardies in Second through Fourth and/or Seventh Hours – We will be following the existing HHS tardy policy that is already in place from last year. The students are allowed two tardies in each class. When a student reaches his/her third tardy, his/her teachers fill out the yellow form, assigns the student detention, and turns the yellow form into the attendance office.

Please take the time to discuss these procedures with your student and his/or her responsibility to be in class on time.

Sincerely,

Chuck O'Connor
Attendance Dean
Horizon High School