



Kahla Middle School Knights



Tardy Process and Procedures

Benefits For Staff Members	<ul style="list-style-type: none"> ❖ Reduce interruptions during instructional time ❖ Assist students in becoming more responsible for timeliness ❖ Allows various intervention strategies for repeat offenders ❖ Builds relationships between students/staff 										
Expectations	<ul style="list-style-type: none"> ❖ During passing periods, staff members who have an upcoming conference period <u>must</u>: <ul style="list-style-type: none"> ○ Move around in your hallway ○ Motivate students to proceed to class in a positive manner while bringing attention to the time left for passing ○ Advise students to walk and talk on the right ❖ All teachers and staff must: <ul style="list-style-type: none"> ○ Stand outside the door in the hallway ○ Greet students ○ Encourage students to walk and talk on the right 										
Action	<ul style="list-style-type: none"> ❖ When the tardy bell sounds any student, who is late: <ul style="list-style-type: none"> ○ Document the tardy in eSchool <ul style="list-style-type: none"> ■ Per 9 weeks <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;"><u># of Tardies</u></th> <th style="padding: 5px;"><u>Corrective Action</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">0-5</td> <td style="padding: 5px;">Warning</td> </tr> <tr> <td style="padding: 5px;">6-10</td> <td style="padding: 5px;">Lunch D-Hall</td> </tr> <tr> <td style="padding: 5px;">11-15</td> <td style="padding: 5px;">After School D-Hall</td> </tr> <tr> <td style="padding: 5px;">16+</td> <td style="padding: 5px;">Saturday D-Hall/Parent Conference</td> </tr> </tbody> </table>	<u># of Tardies</u>	<u>Corrective Action</u>	0-5	Warning	6-10	Lunch D-Hall	11-15	After School D-Hall	16+	Saturday D-Hall/Parent Conference
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What is a tardy?	<ul style="list-style-type: none"> ❖ When the bell rings any student that has not entered the door will be considered tardy ❖ Any student that enters the classroom more than 10 minutes after the bell is considered absent <ul style="list-style-type: none"> ○ Please mark absence in eSchool 										

Student QUEST Matrix for Hallway Behavior



HALLWAY QUEST

Quality

- Walk and talk on the right
- Go with the flow

Unity

- Move with purpose
- Respect boundaries

Effort

- Keep it moving
- Be on time!

Safety

- Keep hands and feet to yourself
- Always wear ID

Trust

- See something, say something