

**JOHNSON HIGH SCHOOL
LATE-TO-SCHOOL/CLASS AND ATTENDANCE PROCEDURES**

Numerous studies and basic common sense tell us that students who attend their classes regularly and who show up on time do much better in those classes and end up graduating from high school on schedule.

We have abundant evidence of this here at JHS. Our data tells us that JHS students who miss more than seven class periods in a school year reduce their chances of passing the class by almost 50 percent. This in turn significantly reduces their chances of graduating on time, on remaining eligible for sports and other opportunities, and on preparing for college and other post high school pursuits.

In addition, students who are chronically late to school or class (defined as more than three times in a quarter), reduce their chances of passing their classes by 30 percent.

In short, the first step toward earning credit in classes is showing up every day on time. JHS uses the following late-to-school/class and attendance procedures:

1) Students who arrive at their classes within five minutes of the start-of-class are subject to the tardy procedures of the individual teacher and are marked as late. Teachers will reach out to parents to consult about chronically tardy students.

2) Late students who are in the hallways from five minutes to ten minutes following the start-of-class bell must obtain a tardy pass from their Assistant Principal or behavior intervention specialist. Parents of students of chronically tardy students will be informed and might be asked to create a plan to make sure students are getting to class on time. Students who are chronically in the halls without a valid pass more than ten minutes following the start-of-class bell are considered absent-unexcused from class and must meet with their Assistant Principal for readmission to class.

3) Students who arrive at school late after 8:40 AM MUST bring a note from their parent or guardian indicating why they were late to school. Parents or guardians can also call the front desk or their student's Assistant Principal to inform them of the reason their student will be entering the building after 8:40.

4) Parents or guardians of students who have been absent from school need to send a note with their student when they return to school. Students bring the note to the attendance clerk at the front desk upon returning to school. Parents or guardians can also call the JHS Attendance Line at 651/744-3583 to inform the attendance clerk of their student's absence. This ensures that absences are accurately labeled in students' attendance records and can help reduce the number of robo-calls that families receive.