

Dear Richard Montgomery community,

I hope this message finds you well as we seem to finally be turning a corner toward spring.

I am writing to inform you of some enhanced policy measures we are putting in place to address the issue of students being chronically tardy (late) to school. Each day, there are around 40 students who arrive late between 7:45 and 8:30 a.m. Additionally, we consistently see a small number of students choosing to cut class in the middle of the day and roam the building. Despite our communication to students, teachers' enforcement of the tardy policy, and administrative follow-through on the MCPS [attendance policy](#), these problems remain. The following policy measures are being instituted to address these concerns and ensure that all students are in class and learning.

Also, as a reminder, students should optimally arrive no later than 7:35 a.m., as the warning bell rings at 7:40 and if a student is not seated in class by 7:45, they are marked tardy. Thank you for your support in ensuring your student arrives to school on time.

Starting Monday, March 9, 2020, we will begin the following processes:

#### **Morning Late Arrivals:**

- When the bell to begin first period rings at 7:45 a.m., the bus loop/cafeteria doors and ground floor doors will be locked.
- From 7:45 – 7:55 a.m., all late students must report to the attendance office to sign in with Ms. Wall. Those with excused notes will submit them to Ms. Wall. Ms. Wall will give all students a slip indicating if they are excused or not. The student should hand this slip to their 1<sup>st</sup> period teacher and should be marked appropriately in the gradebook (excused or unexcused tardy) by the teacher.
- At 7:55 a.m., the main entrance and stadium side doors will be locked. As a result, all students will enter the building through the main entrance.
- From 7:55 – 8:10 a.m., all students will be ushered to the attendance office where they will sign in with Ms. Wall. Students who do not have a note excusing their late arrival will be logged into a Google form/spreadsheet for documentation. The student will be sent to class and marked unexcused tardy by their 1<sup>st</sup> period teacher. After a student's third time being logged into the tardy form, security will assign them a lunch detention.
- From 8:10 – 8:30 a.m., all students who arrive without a note excusing their late arrival, will be sent to the auditorium for the remainder of first period and will be marked unexcused absent from their first period class.
- If a student continues to arrive late to school, administration will contact parents about possible next steps.

#### **Hall Walkers:**

- If security or administration finds a student in the halls without a pass, they will escort the student back to class and ensure they enter the classroom. We have firmly reminded staff that they must have students sign out indicating where they are going and give students a pass every time they leave the classroom. If a student is headed to a specific location other than the restroom, the teacher must

indicate that location on the pass (counseling, main office, health room, etc.). Teachers have been informed that students are not allowed to leave class with a pass indicating they are going to an unsupervised common space such as Main Street, the ground floor, or the auditorium lobby.

- Students who are found in the hallway without a pass and who never asked their teacher for permission to leave, or signed out of a classroom, will be logged in a Google Form/spreadsheet for documentation.
- If a student is found in the halls without a pass three times, security will contact parents to inform them. If the student continues to be found in the halls without permission/a pass, after the 5<sup>th</sup> time a student is found in the halls without a pass, they will be escorted to In-School-Intervention (ISI) for the remainder of the day and parents will be contacted. This process will continue to be in effect for students who are out of class without permission until otherwise determined by administration.

Our goal is to ensure that all students attend all of their classes, every day and do not miss out on instruction. We appreciate your support in this effort.

Thank you,

Damon