



January 4, 2022

Parents and Guardians of BBCHS Students,

Happy New Year to our BBCHS community! A new year brings with it a time to reflect on the past year and make changes in order to bring about a better result - a resolution. Our district has done the same. One of the changes that may immediately impact your son/daughter is the new procedures to encourage promptness to class. The tardy procedure we used in the first semester was not effective, and the data supports a change is needed.

After returning this fall from more than one school year of COVID, many of our students forgot about the importance of arriving to class on time. It is imperative that our students recommit themselves to the habits they once had - arriving at school and in the classroom by 8:00am and all other classes by the time the tardy bell rings. In order to reinforce this important soft skill that is evident in adult life, the school will be instituting changes in our procedures. I believe the new procedures will build better habits within our student body, thereby helping them be more successful once they leave BBCHS.

The Goals of the New Tardy Procedures:

1. Create a culture where promptness is valued (increased seat time).
2. Create a culture where unstructured time is minimized (passing periods).
3. Create a culture where instructional time is maximized (limit hallway passes during class).

The New Tardy Procedures

1. Knowing that mistakes happen and some things are inevitable, students will receive five accumulated warning tardies (regardless of class) prior to a detention being issued.
2. The amount of tardies a student has accumulated will be reset to zero on March 14.
3. Upon the sixth accumulated tardy, regardless of class period, a student will receive a 45 minute detention.
4. Unserved discipline will result in progressive disciplinary action.
5. Parent meetings will occur beginning at tardy 10 and subsequent multiples of ten.
6. During lunch periods, students are tardy to the cafeteria if they are not in the hallway immediately outside the cafeteria.
7. PE students are tardy if they are not in the East or North Gym locker room at the tardy bell.
8. East and West gates will be closed and locked at 7:55am. Students arriving afterward will need to enter the building through the main entrance on North St.
9. A student arriving at school after 8:00am will report to the Main Lobby tardy kiosk, be marked tardy in Infinite Campus, and be given a pass to first hour.
10. A student arriving at school after 8:20am will be disciplined for skipping, receive a pass, and sent to class.

Knowing that a teacher's job is harder now more than ever before, my administrative team and I have created a system in which we will work collaboratively with our security team and sweep the hallways one random passing period each day. This will create relief for the teachers one period per day, and it will re-emphasize to the students that the teachers and administrators are on the same page of improving promptness to each class.

Randomly Selected Hallway Sweeps

1. At the sound of the bell, teachers will close the classroom door and begin instruction.
2. A student who arrives to class after the bell without a pass will be sent to the closest tardy kiosk to receive a pass. A tardy pass will be given to the student to enter the classroom. The tardy will be recorded in Infinite Campus.
3. The tardy will count as one of the accumulated tardies and a detention will be awarded if the student has reached the 6th tardy of the semester or beyond.

Tardy Kiosk Locations

First Floor	Second Floor
<ul style="list-style-type: none">○ Main Lobby (8:00am only)○ East Hallway at Special Services○ Atrium○ North Hallway at Cleveland Entrance	<ul style="list-style-type: none">○ West Hallway at SS 10-12○ North Hallway at Cardio Room

Additional Information

1. Tardies will begin to accumulate on **January 5** for both non-sweep and sweep processes.
2. Sweeps on January 5, 6, and 7 will be announced so all can adjust to the new process.
3. Beginning January 10, sweeps will NOT be announced to the student body.
4. The school will utilize our phone dialing system to communicate to parents that a tardy was recorded.
5. Detentions can be served
 - a. 7:10am - 7:55am (W229)
 - b. 3:05pm - 3:50pm W229)
 - c. Lunch detention (E105) can be used to serve the detention. These detentions will last the entire period (all of 3rd, 4th, 5th, or 6th hours).

I would invite you to partner with us in this very important process by making sure your son/daughter leaves the house with enough time to be in their classroom at 8:00am and to enter each classroom by the end of the five minute passing period. When a student enters a classroom after the class begins, the flow of the class is disturbed, and the attention moves from instruction to the interaction a teacher has with the student. Together, we can change the culture within our building at the start of each class period.

Respectfully,



Dr. Brian Wright, Principal