

## Lesson 1: How to be Prompt



**Objective:** Students at Griffin Middle School will explain why it is important to be prompt to school and classes.

**Point 1:** Anyone with a job has the responsibility to report to work on time. Workers who don't report to work have consequences, including, but not limited to losing their job. A student's job is learning. As such, students are expected to report to school every day on time as well as reporting to each and every class daily and on time.

**Point 2:** The school day for Griffin Middle School students begins at 9:15 AM and ends at 4:10 PM. Although some students report to school earlier than 9:15 for intramurals, tutoring, or breakfast, the time after which you are counted tardy is 9:15 AM. If you come into school after 9:15, you are tardy. If the tardiness is caused by something that is out of your control, your tardy will be excused. However, if you are late and it is because of something you can control, you are not excused.

Examples of an **excused** tardy:

1. Bus is late to school/car trouble
2. Traffic accident on your route to school
3. Morning doctor/dentist appointment
4. Family emergencies

Students must bring a written excuse for any and all absences including family emergencies, doctor appointments, etc., as soon as possible. Give written excuses to your homeroom teacher when roll is taken in homeroom and your homeroom teacher will turn in your note to the front office.

Examples of an **unexcused** tardy:

1. You woke up late/overslept
2. Your alarm did not go off/forgot to set it
3. You walked and left home late
4. Going on vacation during the school year

**Point 3:** If you are tardy to school in the morning, or any time you arrive to school late, even if it is close to lunchtime, you are required to first report to the front office to sign in and obtain a written pass from an adult in the office in order to be admitted to class.

Failing to do so will result in you being sent back to the office, which is a further waste of time when you need to be in class to learn.

**Point 4:** Being on time to every class is just as important as being on time to school. Due to different grade level schedules, we will only be ringing bells in the morning this year; therefore, it is even more critical that everyone be responsible for themselves and report to class on time! You will have **FOUR** minutes to pass to your next class. You must be seated, with your materials out and ready to learn to be considered on time for class. **Passing period is not a time for hanging out, loitering in the hallways or at your locker, visiting with your friends, or lagging behind, then hurrying or running to get to your next class.** It is not proper or fair to yourself, other students, or your teachers to come to class late. You have a responsibility to be on time. It is a lifelong habit that should be taken seriously. You have social time on the bus and at lunch. Passing period is not the time for socializing. A total of 3 (three) tardies will result in an office referral.

Review questions:

1. What time does school begin?
2. At what time are you counted tardy for school? (9:16 AM)
3. List four reasons you can be given an excused late pass to school.
4. List four reasons you will not be given an "excused" late pass to school.
5. Why is it important to get to class on time? Justify your answer.