

## **TARDY POLICY**

Students are expected to be on time to school. Students are considered tardy if they are not inside the classroom when the tardy/passing bell rings. Tardy students must sign in at the Attendance Office when first arriving to school. Student will be subject to disciplinary action.

Oversleeping, missing the bus, traffic, car problems, etc. are not considered valid reasons for excused tardies. Tardiness applies before school, between classes, and after break/lunch.

Tardy Lockouts may take place randomly during a school day and throughout the year. Students receive 1 detention when caught in a Tardy Lockout. Students who are not in their seats and/or in class when the tardy bell rings, are directed to the attendance office and receive 1 detention.

1 <sup>st</sup> Tardy:	Warning/Teacher's Individual Plan
2 <sup>nd</sup> Tardy:	Warning/Teacher's Individual Plan/Teacher Conference w/Student
3 <sup>rd</sup> Tardy:	Warning/Teacher's Individual Plan
4 <sup>th</sup> Tardy:	School Detention Assigned + Parent Contact (Phone, E-mail or Letter)
5 <sup>th</sup> Tardy:	Block Detention Assigned
6 <sup>th</sup> Tardy:	Referral to Administrator + Saturday School assigned
7 <sup>th</sup> Tardy:	Referral to Administrator + Parent Conference + Attendance Contract Signed
8 <sup>th</sup> Tardy:	Referral to Administrator + OCS for class period + "N" in citizenship
9 <sup>th</sup> Tardy:	Referral to Administrator + OCS all day
10 <sup>th</sup> Tardy:	SARB process begins + Loss of Privileges (refer to Attendance Contract) + "U" in citizenship