

TARDY PROCEDURE FOR STUDENTS

Student tardies will be monitored and recorded by teachers for each class. Disciplinary action will be calculated **cumulatively** and on a 9 weeks basis.

GRACE PERIOD: First two days of semester.

Number of Tardies	Disciplinary Action
Tardy 1	Teacher records tardy and contacts parent
<i>The following will be teacher recorded, parent notified, AND</i>	
Tardy 2	ISS 1 block Parent Contact by Brown
Tardy 3	Half Day ISS Parent Contact by Brown
Tardy 4	1 Day ISS Parent Contact by Brown
Tardy 5	1 Day OSS Parent Contact by Administration
Tardy 6	2 Day OSS Parent Contact by Administration

Reminders:

*If a student misses **20+ minutes of class**, he/she will be coded **ABSENT** instead of tardy.

*If a student chooses to leave a class without permission, it is coded as **skipping**. Please complete PBIS form and submit to Administration.

*Policy starts over each 9 weeks