



## TARDY POLICY

Any student arriving within the first half or more of a class period will be considered tardy. Arrival after that time will be recorded as an absence. All tardies are unexcused unless documentation is provided to the attendance office that falls under the six Board of Education approved absence reasons.

- 2 tardies = Teacher has a student conference
- 3 tardies = Teacher 15 min detention + parent contact (Teacher Documents in Skyward)
- 5 tardies = Admin sends automatic warning email sent home through Skyward
- 7 tardies = Admin assigns 2 hour detention and parent contact
- 10 tardies = Admin assigns 1 day of ISS and parent contact
- 15 tardies = Admin assigns 2 day of ISS and parent contact (Athletes miss 1 game/activities)
- 20 tardies = Admin team meeting

\*Also, every 10 tardies accumulated will equal one full day of an *unexcused* absence. Unexcused absences have a direct effect on student truancy, which could end up involving the courts.

During the first week of school we did not record tardies. We want to allow students to get a feel for their schedules and find the right routes to get to each class the fastest.