



## T. Dewitt Taylor Middle- High School

### Tardy Policy

Teachers are to record all students who are tardy in gradebook.

A tardy is defined with being late up to 10 minutes to class.

Please do not remove a student from the classroom because of being tardy.

Teachers please follow the below procedures when addressing students who are tardy.

- 1<sup>st</sup> tardy, document
- 2<sup>nd</sup> tardy, give a private student warning
- 3<sup>rd</sup> tardy, make a parent contact
- 4<sup>th</sup> tardy, email appropriate administrator and secretary

Students will serve a lunch detention for this 4<sup>th</sup> occurrence and each occurrence thereafter per a nine week period.

Students who are chronically late to multiple classes may face more severe consequences.

Students who arrive to class after 10 minutes without a pass are to be written a referral for being “out of area/unexcused absence”