



Student Tardy and Early Dismissal Policy

Tardy Policy

Every student is expected to be on time for school. If a student is 15 or more minutes late to first block, he/she will be considered **truant**. If the student is less than 15 minutes late he/she will be considered tardy. A student will be considered tardy if he/she does not have a valid written excuse (cleared through the attendance office) or is not in his/her assigned seat when the tardy bell rings. The only valid excuse from the home would be extreme family emergency (cleared through the attendance office). **Car trouble, traffic, etc. is not a valid excuse.** All tardies without written excuses are unexcused tardies for which detentions will be assigned. Students who are caught outside of class after the tardy bell will be sent to the office and assigned a detention. Being tardy to any class is not tolerated. The following list provides the consequences for being tardy to any class:

- **1st Tardy-** Teacher: Verbal Warning
- **2nd Tardy-** Teacher detention and Parent Contact (Parents need one day notice prior to detention.)
- **3rd Tardy-** Referral, SCS Parent Contact and administrative one hour afterschool detention (If next tardy occurs prior to consequence for previous tardy being administered, student is automatically moved to the next progressive discipline level.)
- **4th Tardy-** Referral, SCS Parent Contact, and Saturday Academy
- **5th Tardy-** Referral and 1 day of Conditional Suspension (Parent conference will be held to admit student to school on their conditional suspension day. Conference will include the completion of a Tardy Contract.)
- **6th Tardy-** Referral and 2 days of ISS (OSS is not an option in lieu of attending ISS. Being absent is not an option in lieu of attending ISS. If the student does not attend ISS as scheduled, the student will immediately be placed on a Behavioral Intervention Contract. Discipline may include, but not limited to an assignment of up to Shared Responsibility.)
- **7th Tardy-** Referral and 3 days of ISS (OSS is not an option in lieu of attending ISS. Being absent is not an option in lieu of attending ISS. If the student does not attend ISS as scheduled, the student will immediately be placed on a Behavioral Intervention Contract. Discipline may include, but not limited to an assignment of up to Shared Responsibility.) Each succeeding tardy will result in the Tardy Consequences for the 7th Tardy and 1 additional day of ISS equivalent to the number of times the student has been tardy. (ex. 8th Offense would be 4 days of ISS)
- **9th Tardy-** Referral, 5 days Twilight Lite and referral to MTSS to determine the disciplinary action with may include but not limited to Shared Responsibility.

Early Dismissals

Only in an emergency or other urgent business should a student leave school before the end of the school day. In such a case, the student must present a note to the main office before 8:15 AM. The note should give the date, time and reason for early dismissal, be signed by the parent and should include the parent's phone number. It is the policy of Military Magnet Academy to confirm by phone sign out notes.

In case of illness or emergency, a student may leave school, provided he has the permission of his parents and the parent comes to the main office to sign him/her out. Only in unusual cases will a student be allowed to sign out without a parent coming to the school. When this occurs, the teacher will be notified.