

A.C. Flora High School
Tardy Policy 2026-2027

- **Students are tardy to class if they arrive within the first 10 minutes of class.**
- **After the first 10 minutes, the student is cutting class. The teacher should write a referral for cutting class.**
 - Referral Code: 160- Cutting Class
- **If a student arrives after the first 10 minutes and enters the room in a nondisruptive manner, the student will remain in class. The teacher should still write a disciplinary referral for cutting class.**
 - Referral Code: 160- Cutting Class
- **If a student arrives to class after the first 10 minutes and disrupts the teacher or class in addition to arriving late, the student will be sent to ISS and receive a disciplinary referral for disruption.**
 - The teacher should include the arrival time and description of cutting behavior when they write the referral for disruption.
 - Referral Code: 007- Disrupting Class
 - Teachers should call for a Hall Monitor to escort that student to ISS.
- **If a student arrives at any time during the class period with a valid or excused pass, the student will be permitted to class with no penalty or consequence.**

When a student is tardy, the following procedures will be followed, in addition to marking the student "UTRD" in PowerSchool Attendance:

1. **First Tardy:** Teacher marks student UTRD in PowerSchool.
2. **Second Tardy:** Teacher marks student UTRD in PowerSchool.
3. **Third Tardy:** Teacher conferences with student, contacts parent family or guardian via phone or Talking Points, and documents in SimplDiscipline Notes.
4. **Fourth Tardy:** Teacher conferences with student and documents the 4th tardy in ABE via disciplinary referral sent to the appropriate administrator.
5. **Fifth Tardy and beyond:** Teacher conferences with student for each subsequent tardy and documents the tardy via disciplinary referral sent to the appropriate administrator.

Tardy Consequences (per semester, per course):

4th Tardy: Conference and intervention with administrator; parent or guardian contacted.

5th Tardy: After School Detention.

6th Tardy: After School Detention.

7th Tardy: Saturday Detention.

8th Tardy: Saturday Detention.

9th Tardy: 1 full-days ISS.

10th Tardy: 2 full-days ISS; Student placed on Behavior Contract

11th Tardy: 1 full-day OSS.

12th Tardy: 2 full-days OSS.

13th Tardy and beyond: student may be recommended to the Hearing Board; custom appropriate disciplinary consequence

Revised 7.16.2026