

Tardy Procedure for Students

A student must be in the classroom when the tardy bell rings. If you are not INSIDE the correct classroom when the tardy bell rings, you must:

- Go directly to the Tardy Table located in the upstairs main hall across from the Library doors, by the Social Studies hall.
- Stand in line silently.
- When you are at the front of the line, clearly state your name to the adult working at the table. You may also be asked for your six-digit ID number.
- Wait while your tardy is recorded. If you have reached certain numbers of tardies, you will be given consequences immediately.
- You will be given a TARDY ADMIT with your name written on it. You must get a date / time stamp on the tardy admit.

With your tardy admit in your hand, you must go directly to your classroom. You may not stop at your locker or the restroom. You may not stop and talk to other students.

When you arrive in your class, enter silently, give your teacher the tardy admit, and follow your teacher's instructions.

Tardy Consequences

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| Tardy 1-4 | Behavioral Conference (Tardy #3: warning letter and parent contact) |
| Tardy 5-8 | 2 hours ASD for each occurrence |
| Tardy 9-10 | 1 day of ISS for each occurrence |
| Tardy 11- 12 | 2 days of ISS for each occurrence |
| Tardy 13-14 | 3 days of ISS for each occurrence |
| Tardy 15 + | OSS |

Tardies will start over at the beginning of each six weeks.

The goal of this procedure is to encourage students to arrive in class on time.

