

# Tardy Policy

- 1st Tardy - Warning – Teacher – Teacher document in Student Notes
- 2nd Tardy – Conduct Cuts – Teacher documents in Student Notes
- 3rd Tardy – Teacher communicates with parent – Two –way communication (acknowledgement) – document in Student Notes

The teacher continues to mark all tardy's AND the support staff will start with the following steps, based on accumulative numbers

- 4th Tardy – Parent link – ISS Monitor runs report on Ed connect
- 5th Tardy – Detention – 1 Day – During lunch - campus beautification - Wednesdays and Fridays.
- 6th Tardy - Detention – 2 Day – During lunch - campus beautification - Wednesdays and Fridays.
- 7th Tardy – Parent conference – Led by Grade Level/Team Leader. 6<sup>th</sup> Grade Ms. Quinn, 7<sup>th</sup> Grade Ms. Small and 8<sup>th</sup> Grade Ms. Loek
- 8th Tardy – Letter from Administrator (certified mail) with steps already taken.
- 9th Tardy – Parent conference and behavior contract with Administrator.