**TARDY POLICY AND PROCEDURES**

Regular and punctual attendance is expected of all students. A student is considered tardy upon arrival to any class after the tardy bell. Any unexcused tardy in excess of 30 minutes, may be counted toward truancy.

The following procedures are to be followed for all tardy students:

* **<<INSERT SCHOOL’S TARDY PROCEDURE HERE>>**

**The consequences for tardiness will be progressive and occur as follows:**

1st Consequence Warning documented by the Office

2nd Consequence Warning documented by the Office

3rd Consequence Call home from Office, tardy documented in (i.e., Tardy log book, MiSiS, etc.)

4th Consequence Call home from Office; letter sent home with Tardy Policy; tardy documented in (i.e., Tardy log book, MiSiS, etc.)

5th Consequence Referral to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (designated staff member, i.e., Dean, Counselor, Coordinator, etc.); detention assigned; phone conference with parent/guardian in which the student and parent/guardian is informed of future consequences.

6th Consequence Referral to Administrator and a conference held with the parent/guardian and student.

7th consequence Referral to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (designated staff member, i.e., Dean, Counselor, Coordinator, etc.) and 2-hour Saturday Tutoring/Detention assigned; Designated staff member notifies the student and parent/guardian of future consequences.

8th Consequence Referral to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (designated staff member, i.e., Dean, Counselor, Coordinator, etc.) and 4-hour Saturday Tutoring/Detention assigned; phone conference with parent/guardian in which designated staff member notifies parent/guardian of future consequences.

9th Consequence Referral to Administrator and a conference is held with the parent/guardian and student in which future consequences are discussed; student is **ineligible** to participate in extra-curricular activities. (Activities might include leadership, band, cheerleading, athletics, senior activities, field trips, etc.) For secondary: A memo of Tardy Ineligible students will be sent to all staff members. A student will be ineligible for **<<insert # of days, weeks, etc. here>>**. If the student is tardy during this period, he/she will be ineligible an additional **<<insert # of days, weeks, etc. here>>**.

\*\*\*If necessary and applicable, the student will be ineligible the following school year in order to complete the **<<insert # of days, weeks, etc. here>>** of ineligibility.

10th Consequence Referral to PSA Counselor for further intervention. Student may be referred to the School Attendance Review Team (SART) and/or the School Attendance Review Board (SARB) which can result in legal consequences for the parent and student.

**\*\*All interventions and progressive consequences should be documented in MiSiS.**