



## Southeast High Tardy Policy

A student is considered tardy to class if he/she is not in his/her assigned location when the tardy bell rings. If a student is late to school, they must first come to the attendance office to get a pass to class. Random tardy sweeps will occur throughout the year to encourage students to be on time for all classes.

1<sup>st</sup> tardy – teacher warning

2<sup>nd</sup> tardy – teacher-given consequence and parent contact

3<sup>rd</sup> tardy – Referral to administration and parent contact

\*The tardy count restarts each quarter. Students with excessive tardies may be placed on an administrative contract to improve his/her behavior.

A little late is too late! Every instructional minute counts and student tardiness interferes with the learning process. Please be respectful of your teacher and fellow classmates and be on time for class. Specific tardy policies and procedures are as follows:

# TARDY	CONSEQUENCE(S)
<b>1 - 2</b>	<p>Teacher Discretion . . . teacher records the tardy in PowerSchool and informs student; include the tardy #, and a parent contact has been made.</p> <p>Teacher Interventions: verbal warning, after school detention with teacher, conference, positive reinforcement for being on time and others (as approved by administration). Parent contact (date and time) is required prior to tardy referral to the office.</p>
<b>3</b>	Referral to Administration. Students will be assigned ISS for that block. Parents notified by the administrator and/or teacher of classroom tardies.
<b>4</b>	Referral to Administration. Student assigned to In-School Suspension for the day. Parents notified by the Assistant Principal or teacher of record. If student drives, may be subject to suspension of parking pass privileges for a period of time as determined by administration.
<b>5+</b>	Referral to Administration. Student will be assigned full days of ISS at administrator's discretion. Chronic issues may result in loss of driving privileges for students who have a parking permit or other disciplinary consequences.