**G. TARDY POLICY**

Students are considered tardy if they arrive to class after the bell rings but within the first 15 minutes of a class period. For a tardy to be excused, a parent MUST call the school prior to the student's arrival or accompany the student to the attendance office to sign the student in.

Tardy sweeps will be conducted throughout the day by teachers, staff and administrators. Students are expected to be in their seats when the bell rings. If they are tardy, they will be sent to the attendance office to receive a lunch detention notice. Administrators will also be issuing lunch detention notices in the hallways to students tardy to class.

**Tardy Consequences:**

Students must serve lunch detention on the day assigned for every lunch detention notice received by a teacher, attendance office staff or administrator.

Failure to serve lunch detention will result in further disciplinary action to include in-school suspension. The parent or guardian will be notified.

After the 3rd tardy in a class, the teacher WILL contact the parent. This needs to be documented with the date and who the teacher called or attempted to call.

After the 4th tardy in a class, the teacher WILL SEND a referral to the assistant principal for further disciplinary action.

Excessive tardies may also result in further disciplinary action, which may include multiple days of in-school suspension or the campus Alternative Education Program.

**NOTE: Any student tardy more than 15 minutes will be marked absent for that period.**