

# Tardy Policy

After a thorough look at several schools in the state of Florida, the data shows the reduction of tardies and how the students are effectively being tracked on attendance. Every student should be in class on time. During the first class of the day if a student is more than 20 minutes late he/she should not be permitted to class without a pass from the attendance office.

- Teachers will record all tardies. When a student reaches his/her fourth tardy, the teacher will write that student an after-school detention using a discipline referral. The student will receive a copy of the referral and the teacher will send the remainder of the referral to the Assistant Principal's office.
- Teachers should give the student at least a 24 hour notice on the assignment date of detention. Detentions will be served Mondays, Tuesdays or Thursdays after school in Room 801. Student must choose the date in which they will serve and the teacher will record the date on the form.
- If there are additional tardies beyond the fourth tardy, please follow this procedure:  
Teachers will send only a referral with corresponding number of tardies. Administration will administer the appropriate consequence.

5<sup>th</sup>-Friday/Saturday school

6<sup>th</sup>- Friday/Saturday school

7<sup>th</sup> In school suspension

8<sup>th</sup>-Out of school suspension

- Teachers will send tardy referrals to the office only. Please do not send the student. Students are to remain in class.

## **Consequences from Administration**

- Failure to serve an after-school detention will result in Friday or Saturday school.
- Failure to serve Friday or Saturday school will result in a 1-day suspension from school.
- The Administration is implementing this policy in an attempt to encourage students to get to class and help us obtain an "A" school status.
- If a student comes to class more than 20 minutes late, he/she will not be permitted in class and should be sent to the Attendance office for an excused or unexcused pass.

