

**TARDINESS POLICY**

## I. Definitions

## A. Tardiness:

A student will be considered tardy if he or she arrives at school after first hour class begins and before the beginning of third hour. If the student will miss more than the first two hours of school, the student is responsible for telephoning the school. The student will be considered absent if no phone call is received by third hour.

B. Excused Tardiness:

A tardiness will be excused if the reason for the tardiness is excused in the Attendance Policy. There will be no disciplinary consequences for excused tardiness.

C. Unexcused Tardiness:

A tardiness will be considered unexcused if the reason for the tardiness is unexcused in the Attendance Policy. Any unexcused tardiness' which exceed one half hour will accumulate and be charged against the 30 hours or 5 days of allowable unexcused absences.

## 1. Disciplinary consequences for unexcused tardiness:

- a. FIRST OFFENSE: The district Attendance and Tardiness Policies will be reviewed with the student.
- b. SECOND OFFENSE: A discipline report will be issued warning the student of the consequences of violating the Attendance and Tardiness Policies.
- c. THIRD OFFENSE: A discipline report will be issued and the student will be required to make up the time missed in after school detention.

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