

## Tardies

Habitual tardiness becomes an attendance problem subject to disciplinary action. ***A student will be marked tardy if he/she arrives to class up to 10 minutes after the bell rings without appropriate permission from the office.***

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| <b>1<sup>st</sup> Tardy</b>                      | <ul style="list-style-type: none"><li>• Student warned by teacher.</li></ul>   |
| <b>2<sup>nd</sup> Tardy</b>                      | <ul style="list-style-type: none"><li>• Student warned and parent notified by teacher.</li></ul>   |
| <b>3<sup>rd</sup> Tardy</b>                      | <ul style="list-style-type: none"><li>• Referral to administration.</li><li>• Conference with student and notify parent/guardian.</li><li>• Student issued lunch-time paper pick-up.</li></ul>   |
| <b>4<sup>th</sup> and 5<sup>th</sup> Tardies</b> | <ul style="list-style-type: none"><li>• Referral to administration.</li><li>• Conference with student and notify parent/guardian.</li><li>• Saturday School issued to student.</li><li>• Possible SARB referral</li></ul>                                |
| <b>6<sup>th</sup> Tardy</b>                      | <ul style="list-style-type: none"><li>• Referral to administration.</li><li>• Conference with student and notify parent/guardian.</li><li>• Student will be issued Saturday School <b>or</b> dropped from class with F/U at teacher's request.</li></ul> |

## Cut/Truancy

Cutting, whether single period or full-day, is considered an unexcused absence. Students with more than 4 cuts in one semester per class may be dropped from the class. **NO MAKE UP WORK IS PERMITTED FOR STUDENTS WHEN THEY CUT CLASS.**

**Cut** - If a student is more than 10 minutes late to a class without appropriate permission from the office.

**Truancy** – If a student misses 3 or more periods in a school day without appropriate permission or prior clearance from the Attendance Office.

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| <b>1<sup>st</sup> Cut/Truancy</b> | <ul style="list-style-type: none"><li>• Student warned and parent notified by teacher.</li></ul>  |
| <b>2<sup>nd</sup> Cut/Truancy</b> | <ul style="list-style-type: none"><li>• Referral to administration.</li><li>• Conference with student and notify parent/guardian.</li><li>• Student issued lunch-time paper pick-up.</li></ul>  |
| <b>3<sup>rd</sup> Cut/Truancy</b> | <ul style="list-style-type: none"><li>• Referral to administration.</li><li>• Conference with student and notify parent/guardian.</li><li>• Saturday School issued to student.</li><li>• Possible SARB referral.</li></ul>  |
| <b>4<sup>th</sup> Cut/Truancy</b> | <ul style="list-style-type: none"><li>• Referral to administration.</li><li>• Conference with student and notify parent/guardian.</li><li>• Saturday School issued to student.</li><li>• Student will be issued Saturday School <b>or</b> dropped from class with F/U at teacher's request.</li></ul> |