# **FHS Tardy Policy Flowchart**

Students are expected to arrive at school and to all of their classes on time. Failure to do so hinders the instructional objectives of the classroom and interrupts the learning process. Teachers will close and lock classroom doors when the bell rings. Teachers will assign a student that will open the door to a tardy student. Students NOT in the classroom at the bell will be responsible to sign in on Tardy Log and report to the teacher at the end of the class. Tardies will be reset each quarter.

All <u>unexcused</u> tardy information should be logged into MyEWS by the teacher.

# Student receives an unexcused tardy



#### 1<sup>st</sup> Offense

- Student signs the tardy log
- Teacher issues verbal warning



# 2<sup>nd</sup> Offense

- Student signs the tardy log
- Teacher issues verbal warning



#### 3<sup>rd</sup> Offense

- Student signs the tardy log
- Teacher conferences with student
- Teacher contacts parent (Notifies parent of continued tardiness will result in Level 1 ODR)



# 4<sup>th</sup> Offense

- Student signs the tardy log
- Teacher contacts parent and discipline referral is written (Level 1E Tardiness)
- Student loses passing for one week



# 5th Offense and Beyond

- Student signs the tardy log
- Teacher contacts parent and discipline referral is written (Level 2R Defiance).
- Student loses passing for one week
- Loss of school-wide incentive
- Loss of attendance as extra-curricular events (4 weeks)

# Student receives an excused tardy



Student is admitted to class without consequence