

## **Countryside High School Tardy Policy 2009-2010**

### Unexcused Tardy Procedures – up to 10 minutes late

1. First unexcused tardy- the teacher is to provide a verbal warning and mark the student tardy “T” on SASI.
2. Second unexcused tardy- the teacher contacts the parent. Teachers should keep a log of parent contacts or attempts made.
3. Third unexcused tardy- the teacher assigns the student a detention and contacts the parent.
4. Fourth unexcused tardy- the teacher writes a disciplinary referral and the consequence will be in-school suspension at the Cougar’s P.A.W. in G-2
5. Fifth unexcused tardy- the teacher writes a disciplinary referral and the student will be assigned to Saturday School (see attached schedule).
6. Sixth unexcused tardy and subsequent unexcused student tardiness- each unexcused tardy will count as a day against his/her exam exemption eligibility.

### Unexcused Tardy Procedure –10 minutes late or more

1. Students who have unexcused tardy of 10 minutes or more are to be directed to go to the Intervention Center (IC) in G-2 for the remainder of the period. Class assignments will not be provided for them.
2. Once a student enters IC- (The Cougar’s P.A.W.) he /she will sign in and Jeff Davis will mark this student as Tardy in the Intervention Center as a “TIC” in SASI.
3. Jeff Davis will monitor student “TIC” patterns and notify the appropriate administrator of students who frequently appear as TICs in the “Cougar’s P.A.W.”

### Excused Tardy Procedure –

1. Students who have a written parent note or parent contact with the school will be provided with an excused admit from Mrs. Reitmeyer’s Office.
2. Students with excused tardy passes are NOT to be marked tardy or absent.
3. Mrs. Reitmeyer will follow up with a parent contact and document correspondences in the student file.

