



SLHS 26-27 Tardy Policy Procedures

Students are expected to be in the classroom at the start of each class period when the bell rings.

Any student entering the classroom after the bell has rung will be marked tardy in myStudent. This includes students that drop off their backpacks and leave class without a pass from the teacher. (See Consequence Chart Below)

Students arriving more than 5 minutes late to class will be considered skipping and will receive a Level 2 office discipline referral for skipping.

By Teacher	Documentation	Action by Adult	Student Consequence
1	Marked Unexcused Tardy in myStudent Only	Student Conference with Teacher	<i>Warning Only</i>
2	Marked Unexcused Tardy in myStudent Only	Teacher Call Parent	<i>Warning Only</i>
3	Minor Infraction Logged OZ	Teacher writes Minor Infraction and calls parent	1 day-Lunch Detail with Behavior Citation Noted in comments
4	Minor Infraction Logged OZ	Teacher writes Minor Infraction and calls parent	3 days- Lunch Detail with Behavior Citation Written Noted in comments
5	Minor Infraction Logged OZ	Teacher writes Minor Infraction and alerts Discipline Assistant	Discipline assistant contacts parent and assigns Lunch ISS- 3 days Noted in comments and logged on spreadsheet
6	Minor Infraction Logged OZ	Teacher writes Minor Infraction and alerts Discipline Assistant	Discipline assistant contacts parent and assigns After School Detention-3 Days Noted in comments and logged on spreadsheet
7	Office Discipline Referral- 2R	Teacher writes referral	30: Conference with Student 31: Conference with Parent 38: Detention (Saturday School)
8 +	Office Discipline Referral- 2R	Teacher writes referral	Admin Contacts parent and assigns 1 day of Out of School Suspension