All students arriving late to class after the tardy bell must have a printed tardy pass to enter class.

Students will give their printed tardy pass to their teacher when entering class. They may not enter class without a pass from the office. Teachers will collect passes daily and turn them in at the end of the day to the attendance office to be filed in the student’s attendance file.

- Students with an excusable late arrival to school in the morning will report to the attendance office, and present their excused note, and receive their excused printed tardy pass to class.
- Students arriving on a late school bus will report to the tardy machine zero floor or attendance office and receive a printed excused pass to class.
- Students who are late unexcused will receive a printed pass that will state un-excused tardy and after 4 warnings will receive detention.
- On all periods, students who are late to class will report to the attendance office and receive a printed tardy pass.
- Teachers should not cause students to be late to their next class. If they do, they must write a note (including student name, date, time, and teacher signature) for the student to present to the attendance office. Students will receive a printed excused pass once they turn the note in to the office.
- Students must have an ID badge to receive their printed tardy pass. The tardy machine system scans the badge and prints the tardy pass with the student’s name, date, time, and consequence.
- Students without an ID badge will be asked to pay a $1 fine for a temporary badge.

**Typical Excusable Reasons**

- Medical appointment (doctor’s note)
- Dental appointment (dentist’s note)
- Court appearance (court documents)
- Late bus (reported by security)
- Teacher kept late (note)
- Traffic accident (parent note)
- Dart issues within reason (parent note)
- issues

**Typical Un-excusable Reasons**

- Sleeping late
- Daily traffic jams
- Missing the bus due to
  - student’s fault
- Out of district travel
  - issues
- Daily parental

**Un-excused Tardiness Consequences**

<table>
<thead>
<tr>
<th>Tardy Number</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st tardy</td>
<td>Warning</td>
</tr>
<tr>
<td>2nd tardy</td>
<td>Warning</td>
</tr>
<tr>
<td>3rd tardy</td>
<td>Warning</td>
</tr>
<tr>
<td>4th tardy</td>
<td>Detention/phone call to parent</td>
</tr>
<tr>
<td>5th tardy</td>
<td>Detention</td>
</tr>
<tr>
<td>6th tardy</td>
<td>Detention</td>
</tr>
<tr>
<td>7th tardy</td>
<td>Detention/Contract</td>
</tr>
<tr>
<td>8th tardy</td>
<td>Detention</td>
</tr>
<tr>
<td>9th tardy</td>
<td>Detention</td>
</tr>
<tr>
<td>10th tardy</td>
<td>Probationary Contract (possible return to</td>
</tr>
</tbody>
</table>

*More infractions will start the cycle again with detentions and no warnings. Each subsequent tardy is a detention each time.*

Failure to serve detentions will result in further disciplinary consequences including possible alternative school for repeated level one offense.
neighborhood school at the end of the school year)