

JCMS Tardy Policy

- 1st UNEXCUSED Tardy: Verbal warning to the student
- 2nd UNEXCUSED Tardy: Verbal Warning to the student
- 3rd UNEXCUSED Tardy: Parent Contact & Silent Lunch
- 4th UNEXCUSED Tardy: Admin will contact the parent
- 5th UNEXCUSED Tardy: SSW/Counselor will contact the parent
- 6th UNEXCUSED Tardy: Parent Contact & 3 Days Silent Lunch
- 7th UNEXCUSED Tardy: Team, Admin, Student & Parent Meeting
- 8th UNEXCUSED Tardy: Parent Contact & 1 Day ISS
- 9th UNEXCUSED Tardy: Admin will contact parent for meeting
- 10th UNEXCUSED Tardy: Parent Contact & 1 Day ISS
- 11th UNEXCUSED Tardy: Counselor & SSW Home Visit
- 12th UNEXCUSED Tardy: 2 Days ISS

→ “Tardy” refers to:

◆ Signing in after 8:30 am

◆ Signing out before 3:30pm

→ “Unexcused” refers to anything that would not be excused for an absence

◆ Example: Doctor’s note or appointment is excused

◆ Example: Parent’s note is excused, unless the Tardy issue is deemed excessive by the Administrator or SSW

◆ Example: “Just Late” or “Not wanting to wait in the line” is not excused

→ Tardies reset at the end of each 9 weeks

→ An Attendance/Tardy Contract will result IF:

◆ Students exceed 12 Tardies in a 9 week period

◆ Students have excessive tardies in back to back 9 Weeks

◆ This can result in consequences that occur more often & may result in restriction of school privileges