



## **HIGHLAND EAST TARDY POLICY**

**Tardies are Non-productive and detrimental to student success. According to Moore School Board Policy, two tardies equal one absence. The following guidelines should be closely followed to ensure consistency and maximize student success:**

- 1<sup>st</sup> Tardy**    **Warning and documentation by teacher.**
- 2<sup>nd</sup> Tardy**    **One unexcused absence and a call to the parent to make them aware of the situation, tardy policy and possible future consequences.**
- 3<sup>rd</sup> Tardy**    **One day of detention assigned and parent contact by teacher.**
- 4<sup>th</sup> Tardy**    **Two days of detention assigned and parent contact by teacher.**
- 5<sup>th</sup> Tardy**    **Office referral (typical student will be assigned a minimum of three days in-school suspension and parent will be contacted).**
- 6<sup>th</sup> Tardy**    **Office referral (typical student will be assigned a minimum of three days in-school suspension and parent will be contacted).**
- 7<sup>th</sup> Tardy**    **Office referral (typical student will be assigned a minimum of three days in-school suspension and parent will be contacted).**
- 8<sup>th</sup> Tardy**    **Office referral (typical student will be assigned a minimum of three days out-of-school suspension and parent will be contacted).**



**Any tardies beyond the 8<sup>th</sup> tardy will result in an office referral with suspension and possible evidentiary hearing.**

**When students receive an office referral for tardies, all prior discipline incidents will be considered when assigning consequences.**

