

Smith Middle School

TARDY POLICY



Students have five (5) minutes passing time to travel from classroom to classroom. Students must be in the room and in their seats when class begins. If a teacher detains a student after class, that teacher should issue a pass excusing the student's tardiness to the next class.

The following procedures will be followed:

1. A student will be considered tardy if he/she is not in his/her seat when the bell rings indicating the beginning of class.
2. UNEXCUSED TARDIES will be recorded by the teacher in the teacher workstation permanent records.
3. When a student receives his/her 4th tardy during a ten-week period, a letter will be generated by the Assistant Principal notifying the student's parents that additional tardies will result in disciplinary action.
4. When a student receives his/her 5th tardy, a conference will be held with the student and a letter will be send home with the student to be signed by their parent/guardian.
5. When a student receives his/her 6th tardy, the parents will be contacted and the student will serve a detention.
6. When a student receives his/her 7th tardy the discipline procedure outlined in the Student Rights and Responsibilities Code of Conduct will be followed. Excessive tardiness will be considered insubordination and may result in a suspension.