



# Tardy Policy

Offense	Hall Monitor.....
1 <sup>st</sup> and 2 <sup>nd</sup> Tardy	Document the unexcused tardy and will issue a warning. Parent will be contacted by the teacher.
3 <sup>rd</sup> and 4 <sup>th</sup> Tardy	Document the unexcused tardy. Secretary will call and set up ASD with parent. *
5 <sup>th</sup> Tardy	Document the unexcused tardy. Administrator will issue 1-day ISS for insubordination and make parent contact.



**\*If ASD is not served as assigned, the grade-level administrator will assign Saturday School or ISS to the scholar.**