

Tardy/Truancy Policy and Procedure

Students are expected to be on time to class, prepared and ready to work when the tardy bell rings. There is a 5 minute passing period between each class. There is a warning bell at 4 minutes, leaving 1 minute to be in their seat ready to learn.

- Any student not in the classroom before the doors are closed is considered tardy and must report to room A128 for a tardy note.
- Students reporting to school late must check in with either the front office if they have an excuse note or to Room A128 if the tardy is unexcused.
- Excessive excused check ins will be addressed by the trackers/administration.
- Missed detention will result in double time.

Consequences for unexcused tardies include the following:

Tardies per Term	Consequence	Referred to
1	Student is warned, reads and signs the policy showing he/she understands attendance expectations.	Tracker
2	Student phone call to parents(s). Parent is notified that on the next tardy they will need to sign the attendance contract.	Tracker
3	Parent is required to sign a contract regarding tardy/lateness to school. Student serves a 30 minute detention if parent does not sign and return contract within 3 days.	Tracker
4	Parent is contacted and student is assigned a 30 minute after school detention or a lunch detention.	Tracker
5	Parent is contacted and student is assigned a 45 minute after school detention or lunch detention.	Tracker
6,7,8	Parent, Student, Administrator meeting. Student is assigned a 60 minute after school detention or two lunch detentions.	Administrator
9	Parent contacted and student assigned to ISS for the day.	Tracker
10	Out-of school suspension, referral to Truancy School, reinstatement meeting with Administration.	Administration
Single Class Truant	Time for time: One after school truancy detention per period missed, phone call to parent(s).	Administration Tracker
All Day Truant	Send home Utah Law regarding school attendance. In or out of school suspension possible. Phone call or meeting with parent(s), referred to conference with Counselor.	Administration Counselor
Continued Truant	Referral to Truancy School and/or Court	Administration