

GBMS 2021-2022

Morning Tardy Policy Revised

A student is considered tardy when he/she is not in class when the 7:20 am bell rings. Regardless of transportation by parent or bus, students must be in the classroom to be considered on time, being on campus is not sufficient. Students arriving late for school must report to the Attendance Office in the main building to be admitted to school and be considered present for the day.

If a student has a doctor's note for an excused tardy, that note should be given to the attendance clerk at the time of check in.

Unexcused Tardy to School

Regardless of the time a tardy student reports to school, the student should check in through the office to record the tardy.

Students who accumulate tardies to school/class are subject to the corrective actions as indicated below.

STEP 1 – 3rd Tardy – Parent/ guardian will be contacted. The parent and student will be provided with a copy of the morning tardy policy.

STEP 2 – 4th Tardy - Parent/ guardian will be contacted. The administrator will document the conference in the student's discipline as counseled/conferenced and student will copy the morning tardy policy.

STEP 3 - 5th Tardy – Student will be referred by an administrator to be placed in ISS (in school suspension/retract) for one day. The administrator will contact parent.

STEP 4 - 6th Tardy - Student will be referred by an administrator to ISS for two days. The administrator will contact parent.

STEP 5- 7th and Subsequent tardies will result in suspension.