

# Theodore High School

## Guidelines for Tardy Violation

### Tardy Consequences

1<sup>st</sup> tardy- Verbal warning and tardy recorded

2<sup>nd</sup> tardy- Record the tardy, and teacher contacts parents/guardians

3<sup>rd</sup> tardy- Record the tardy, send discipline referral to grade level administrator, and student/parent/admin. conference via phone

4<sup>th</sup> tardy- Discipline referral to grade level administrator- 1 day **retract**

5<sup>th</sup> tardy- Unexcused absence and discipline referral to grade level Administrator- 2 days **retract**

6<sup>th</sup> tardy- Discipline referral to grade level Administrator- 3 days **retract**

7<sup>th</sup> tardy- Discipline referral for Willful Disobedience to AP

### **Note:**

Definition of tardy: A student is not in the classroom when the tardy bell stops ringing