

Citronelle High School

Tardy Policy

2021-2022

Any student who has not entered the classroom by the end of the bell is considered **TARDY**. Late students are to report to the office to scan in their information, receive a pass from the office, and/or see an administrator for additional disciplinary action.

Any student receiving three or more tardies will be referred to an administrator immediately. Also, any student who reports to the office five or more minutes late during any block will be referred to an administrator for further action. If an administrator is not available, the student will be sent to retract to wait until they can see an administrator for consideration for disciplinary action.

Consequences for Tardies to Class **(without a pass from another teacher or administrator)**

1. Late students are to report to the office to scan in their information, receive a pass from the office, and/or see an administrator for additional disciplinary action.
2. Third and all subsequent tardies are considered skipping and student will be referred to the office. Also, the scheduled teacher will contact the parents of student receiving his/her third and all subsequent tardies to class.
3. All additional tardies will be submitted to the office by discipline referral for additional disciplinary action.

Students reporting late to school who drive their own vehicle to school:

1. Students driving or riding to school who report to school late (after 7:25am) for the first two times per semester will be counted as an UNEXCUSED TARDY.
2. When a student arrives late a THIRD TIME per semester and are driving or riding to school in a private vehicle, the driver will be referred to an administrator and may have their driving privileges removed for a minimum of 3-5 days.
3. After the third offense, driving privileges will be removed for a minimum of one to three weeks or longer.

The administration may consider extenuating circumstances on a case-by-case basis.