MGM
2021-2022
Morning Tardy Policy

A student is considered tardy when he/she is not in class when the 7:19 bell rings. (Regardless of transportation by parent/bus/or student. Being on campus is not sufficient.)

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

<u>Tardy to School</u>

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

The attendance paraprofessional will print an attendance report daily after 2nd block in order to comply with the MGM tardy policy. She will maintain a tardy log and be responsible for all documentation.

3rd Tardy – Paraprofessional will call parent and provide the parent and student with a copy of the morning tardy policy. The paraprofessional will document on a spreadsheet - the date, time and person of contact

4th Tardy – Student will be referred to the appropriate grade level counselor or PST designee for guidance

5th Tardy – Paraprofessional will call parent and document the date, time and person of contact. Paraprofessional will offer the parent another copy of the morning tardy policy. She will inform the parent that there will be an administrator/Student Conference – The administrator will document the conference in the student's discipline as counseled/warned

6th Tardy – Student will be referred by an administrator to the Extended Day Program for one session (see calendar) – If the student does not attend extended day during the week assigned, the student will serve one day in BAAS (Behavior and Academic Success).

7th Tardy - Student will be referred by an administrator to BAAS for two days – see BAAS Referral Form

8th Tardy and Subsequent – Administrator will suspend student for 3 days

9th Tardy – Suspension from parking privileges for the remainder of the semester – Parent and Student signed parking form which states that the student can lose parking privileges for excessive tardies to school.