

R.B. Stewart Middle School Tardy Table

2019-2020

R.B. Stewart Middle School believes that success in school is dependent upon punctual, regular attendance. We also believe tardiness has a direct correlation to student performance and is detrimental to the total learning environment. Recognizing that classroom attendance cannot be substituted, we adhere to the following tardy policy.

Definition of Being Tardy to School

A student who is **NOT** on the school campus when the tardy bell rings. This student should follow the school-wide tardy procedures/consequences.

Definition of Being Tardy to Class

A student who is **NOT** in his or her classroom when the tardy bell rings. This student should follow the school wide-tardy procedures/consequences.

What Students Need to Know About the Tardy Table

1. Never go to class without a pass.
2. If you are late for class, your teachers will **NOT** allow you to enter the classroom. You must report directly to the Tardy Table located in front of the cafeteria or the back of the Media Center to obtain a tardy pass.
3. If you arrive late to school, you must still go to the Front Office to get a pass. Arrival tardies with Doctor and parent notes will be considered an excused tardy. School Bus related tardies will also be considered an excused tardy.
4. Excessive tardies may result in the student getting a referral and being Off-Track, which prevents students from participating in extracurricular activities.
5. Tardies are cumulative – not tardies by period.
6. Once you get a pass to class, you have 3 minutes to return to class. If you take longer than 3 minutes to get to class, you will be considered skipping and will receive an unexcused absence.
7. ALL consequences will be tracked and monitored daily.
8. For Lunch Detention, report to the Lunch Detention area at the beginning of your lunch period on the day you are assigned. Do **NOT** get your lunch – you will be allowed to get your lunch when an adult dismisses the lunch detention table. Follow the rules posted at the tables.
9. For After-School detention, you will receive an After-School Detention form must be signed by your parent/guardian and returned to school. On the day of your assigned After-School Detention, report to the Back Office by 3:00 p.m.
10. For Saturday School detention, you will receive a Saturday School Detention form that must be signed by your parent/guardian and returned to school. On the day of your assigned Saturday School Detention, report to the Front office by 8:00 a.m.
11. Students with no tardies will be rewarded at progress report and report card for their responsibility and punctuality.
12. Tardy consequences will reset at the end of each quarter.

What Teachers Need to Know About the Tardy Table

1. Do **NOT** allow tardy students into class without a pass. Allowable passes: Tardy Table Pass; Late Bus Pass, Dress Code Violation Pass and any staff created pass that is signed with a pen.
2. Tardy is defined as **NOT BEING IN THE CLASSROOM** when the late bell rings. Close and lock your doors when the late bell rings. Send all students who are tardy to the tardy table to get a pass to class.
3. For students who are tardy with a pass from the tardy table, **ALWAYS** mark the student “UT” for Unexcused Tardy in myStudent.
4. For students with a bus pass, a pass from another teacher/staff member, or a pass from the front/back office, **ALWAYS** mark the student “ET” for Excused Tardy in myStudent.
5. Tardies will be documented and monitored daily.
6. Assigning consequences will be done by staff members running the Tardy Table.
7. Tardy consequences will reset at the end of each quarter.

R.B. Stewart Middle School
Progressive Discipline Plan for Tardies
2019-2020

TARDIES	CONSEQUENCES
1	Warning
2	Warning & Parent Contact
3	1 Day of Lunch Detention & Parent Contact
4	3 Days of Lunch Detention & Parent Contact
5	1 Day of Afterschool Detention & Parent Contact
6 and More	Referral, & Parent Contact

Resets Each Quarter