



Amie Guttuso, Asst. Principal / Allison Bolin, Asst. Principal

NOTIFICATION OF TARDY CONSEQUENCE

Dear Parent:

_____ has been tardy _____ times as of today's date: _____.

The following disciplinary action is being taken:

_____ **Level One:** 1 Hour after school detention in Room 220 on _____ from 2:36-3:36 PM.

_____ **Level Two:** Parental meeting with Administration, 4-hour Saturday detention, and referral to truancy. Please call the school for your appointment date with administration. The 4-hour Saturday detention has been scheduled on _____ from 8:00-12:00 PM. Uniform must be worn.

_____ **Level Three:** Parental meeting with Administration, In-School or Out-of-School Suspension, and additional referral to truancy and/or FINS. Please call the school for your appointment date with administration. At this meeting, either In-School Suspension or Out-of-School Suspension will be scheduled.

Tardy Policy

Being on time each day is an important part of being a successful student at Little Oak Middle School. It is the responsibility of each student to be in the classroom when class begins. Students who are late to class disrupt the educational process for themselves as well as other students. The parent's responsibility is to discuss this policy with their child and support the necessity for the school's immediate consequences to prevent chronic tardiness. Tardies are cumulative for the school year.

Morning Start Times

Classes begin promptly at 7:35 AM. Students may begin arriving on campus at 7:05 AM. Students who are not seated in their classrooms by 7:41 AM will be marked tardy.

Consequences for Being Tardy

When students are not in class by 7:41 AM, they must check in at the front office, sign the back of their emergency card, and receive an admit slip to report to class. Each tardy will be logged into our computer system along with absences. Consequences will begin after the 4th tardy. Tardy consequences will be rescheduled one time. If a student does not serve the consequence on the rescheduled date, the student will receive the next level consequence as noted below.

5 th Tardy	Level One	1 hour after school detention
10 th Tardy	Level Two	Parental meeting with Administration, 4 hour Saturday detention, and referral to truancy, not eligible for PBIS rewards
15 th + Tardy	Level Three	Parental meeting with Administration, In-School or Out-of-School Suspension, and additional referral to truancy and/or FINS, not eligible for PBIS rewards

Questions or concerns should be directed to the Administration.