

2019-2020
Franklin Middle School
Tardy Policy

Number of Unexcused Tardies per Quarter	Intervention	Disciplinary Action
1	Teacher gives the student a gentle reminder about arriving on time	
2	Teacher counsels student & reinforces expectations	
3	Teacher counsels the student, reinforces expectations, and informs the student about parent notification and administrative referral upon next incidence	<ul style="list-style-type: none"> - Teacher will notify parent/guardian - The teacher has the option of assigning lunch detention
4	<ul style="list-style-type: none"> - Teacher informs student a referral to the grade-level administrator will be submitted - Grade-level administrator notifies parent/guardian of tardy violations, discipline assigned, and the progressive disciplinary plan 	The grade-level administrator will conference with the student and assigns the student lunch detention to be served in AIA (documented in SIS)
8	Grade-level administrator notifies parent/guardian of tardy violations, discipline assigned, and the progressive disciplinary plan	The grade-level administrator will conference with the student and assigns the student a one-hour block of after-school detention (documented in SIS)
12	Grade-level administrator notifies parent/guardian of tardy violations, discipline assigned, and the progressive disciplinary plan	The grade-level administrator will conference with the student and assigns the student a two-hour block of after-school detentions (documented in SIS)

- A report citing students with 3 or more tardies will be provided by the attendance clerk each Monday
- Number of tardies will reset to zero at the beginning of each quarter