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|  | Smithfield-Selma High SchoolTardy PolicyEffective 2/27/20 |

* Enter all tardies into PowerSchool each block to keep accurate and updated data! Administrators appreciate these details when conferencing with students.
* On the **3rd tardy** to your class this quarter, call the parent to inform them their child will be written up to administration due to their tardiness to your class. **Complete a referral** using the Google Form and detail that you have contacted parents and enter dates of tardies into details.
	+ Ms. LeRouge will assign the student 1 block of ALC for your class and also call parents to inform them of their assigned ALC
* On the **4th tardy** to your class this quarter, you do not have to resubmit a new Google Form, but email Ms. LeRouge to inform her of the student’s additional tardy and she will update the original referral form.
	+ Ms. LeRouge will assign the student 2 blocks of ALC for your class and also call parents to inform them of their assigned ALC.
* On the **5th tardy** to your class this quarter, contact Ms. LeRouge of this additional tardy and she will update the original referral form.
	+ Ms. LeRouge will assign the student 3 blocks of ALC for your class and also call parents to inform them of their assigned ALC.
* On the **6th tardy** to your class this quarter, contact Ms. LeRouge of this additional tardy and she will update the original referral form and send it to the appropriate administrator.
	+ The admin will assign the student 1 full day of ALC as well as require a parent conference before returning to the class.