



# Little Chute Intermediate/Middle School



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## ***2016-17 TARDY POLICY***

It is important that LCIMS students arrive at school and get to class on time. Tardiness disrupts the learning of not only the student who comes in late, but also interferes with the opportunity for other students to learn. This school-wide tardy policy is our way of helping students learn the importance of being on time. The following policy will be used by all teachers for beginning of the day tardies:

- Any tardy occurring during the Homeroom period that starts at 7:50 will be handled through the office. All students who arrive to school late must report to the office for a pass *before* reporting to their classroom. (Any student who reports to school within 30 minutes of start time will be marked tardy. Any student arriving more than 30 minutes after the start of the day will be recorded as absent.)
- Tardiness to Band/Choir classes that begin at 7:30 will be recorded in those classes and the office will be informed of the tardiness by the teacher.
- Starting with a student's 4<sup>th</sup> tardy (Homeroom/Band/Choir), students will be assigned detention using the following policy:

### **Beginning of the Day Tardy Consequences:**

**Tardy 1-**No action      **Tardy 2-** No action      **Tardy 3-** No action

**Tardy 4-** Student is assigned one after school detention (Mandatory 30 minutes)

**Tardy 5-** Student meeting with administrator to review and sign "Tardy Policy Review" sheet. A phone call will be made from the office alerting parents to the 5<sup>th</sup> Tardy for the term.

**Tardy 6-** Student is assigned one after school detention and a Mobile TRAC referral may be made (Scheduled and mandatory 30 minutes)

**Tardy 7 and beyond-** Student is assigned one after school detention for each tardy (Mandatory 30 minutes)

- Tardies that occur after this point may result in a referral to law enforcement, municipal citation and/or county truancy procedures

**DETENTION:** Must always be served during non-school time. Any discussion about a student being excused from a detention must be directed to the Intermediate/Middle School Principal/Associate Principal only. The attendance secretary will only schedule detentions and process paperwork.

**NOTE:** Tardies and detentions are wiped clean at the end of each term. TRAC referrals accumulate throughout the year. (Not wiped clean at the end of a term) If student serves detention his/her record is clear. If student skips detention his/her detention time will double for each day missed. Please see the reverse side of this sheet for the tardy policy for tardies occurring during the school day (outside of Homeroom/Band/Choir periods at the beginning of each day.)

**FOR ALL HOURS EXCEPT** Homeroom/Band/Choir, arriving late to class will be dealt with by the classroom teachers using the following policy:

**1<sup>st</sup> Unexcused Tardy**-Warning #1

**2<sup>nd</sup> Unexcused Tardy**-Warning #2

**3<sup>rd</sup> Unexcused Tardy**-Warning #3

**4<sup>th</sup> Unexcused Tardy**-Teacher contacts parent to inform them of tardiness concern and logs contact in Infinite Campus. **Teacher also informs Administration of tardiness concerns.**

**5<sup>th</sup> Unexcused Tardy**- Teacher assigned 15-minute detention (time and date to be determined by teacher)

**6<sup>th</sup> Unexcused Tardy**-Same as 5<sup>th</sup> tardy

**After 6<sup>th</sup> Unexcused Tardy**- Teacher writes up discipline referral and turns into IS/MS Office. 30 minute after school office detention issued for each time tardy. Once a student reaches this number of times tardy to class, office consequences will be issued, which may include, but are not limited to referral to the TRAC (Truancy and Runaway Center), in-school suspension, or required parent meeting.

If students come into class late and do not have a pass, the tardy will be unexcused. Failure to serve a teacher assigned detention will result in a discipline referral and 30-minute office detention.