

**TARDY REFERRAL PROCEDURES**  
**per 3 weeks**

**Tardy #1- #3**

Verbal warning/Student conference

**Tardy #4**

Written warning

**Tardy #5**

Three days Lunch Detention  
Parent notification by letter

**Tardy #6**

Five Days lunch detention  
Parent notification by letter

**Tardy #7**

One day ASD  
Parent notification by letter/phone.

**Tardy #8**

Two days ASD  
Parent notification by letter/phone.

**Tardy #9**

Two days ASD and five days lunch detention  
Parent notification by letter/phone.

**Tardy #10**

One day ISS  
Parent/Student Conference required  
Possible restriction of privileges