



2024-2025
LIBERTY TARDY POLICY
TARDY-TO-SCHOOL/CLASS POLICY

The following is the Tardy to School & Class Policy for Liberty Middle School.

- Students are to be marked tardy by teachers after arriving to class **late** unless they have an official note or tardy pass.
- It's important to note that this is for tardies to **every individual** class.
- ALL of the teachers track tardy students.
- All tardies are marked in MiStar - parents can track student tardiness there daily.

Level I - Tardies 1-5 (Warning & Lunch Detentions).

- First Tardy = Verbal warning / discussion with the student from teacher..
- Second Tardy = Verbal warning. Teacher contacts the parent(s) via email/phone about tardy concerns.
- Third Tardy = Student assigned **one** lunch detention by the teacher. Teacher contacts home.
- Fourth Tardy = Student will be assigned **two** lunch detentions by the teacher. Teacher contacts home.
- Fifth Tardy = Student will be assigned **three** lunch detentions by the teacher. Teacher contacts home.

Level II - Tardies 6-9 (ODR & After School Detention)

- Tardies 6-9 - Teacher writes a Student Office Discipline Referral (ODR) which is sent to the administrators.
- Students are assigned an after school detention for each tardy (6-9) as a result.

Level III - Tardies 10+ - Chronic Tardiness to your Classroom

IF a student reaches 10+ tardy this will result in an office referral.

- Teacher writes an ODR (office discipline referral) and gives it to the administration.
- Admin will contact parents and the student to initiate a meeting to address the excessive tardy issues.
- Continued tardiness may result in a suspension, or alternative to suspension.