



**BARTON CHAPEL
ELEMENTARY SCHOOL**

TARDY POLICY

A student is tardy when

- 1. He or she enters the classroom after the ringing of the tardy bell at 8:30 a.m.**
- 2. Leaving school for unauthorized purposes before the end of the instructional day.**

CONSEQUENCES for Tardy Policy Violation

Grades Pre-K thru 5:

1st Tardy

Letter sent home to parents explaining the Tardy Policy.

5th Tardy

The parent must bring the student to school the next school day for a conference with the Principal where the Tardy Policy will be explained and parents will sign a letter stating they understand the policy.

8th Tardy

A second letter will be sent home, requiring the parent to bring the student to school the next day and for a conference with the Principal. A Social Worker and/or DFACS will be contacted and requested to contact the parent.

11th Tardy

Discipline of a one day suspension shall result with a letter sent home to so inform the parent.

16th Tardy

Discipline of a two day suspension shall result with a letter sent home to so inform the parent. A Social Worker will be sent to the home.

21st Tardy

Discipline of a three day suspension with a letter sent home to so inform the parent.

If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

NOTE: Before any student can receive a long-term suspension or be expelled from school, the Principal must follow procedural due process.