

Meigs Academic Magnet School Wide Discipline Plan

2018-2019

Meigs ATTENDANCE & TARDY Policy

Students are expected to attend school and to arrive on time to their classes. For an absence to be considered excused, a parent note or email must be delivered (within 1-3 days after the absence) to the attendance clerk in the main office stating why the student was absent. **If students miss 10 or more days of school, a letter from the principal will be sent to their parents. This letter will state that all future absences will require a doctor's note to be excused.**

When a student is tardy to class or school, they will sign the classroom tardy log. When students accumulate their 3rd and 4th tardy, the students and their parents will be warned by the classroom teacher that they will receive an office referral if they reach the 5th tardy. **After the 5th tardy, students will receive an office referral.** **When there are major traffic issues, the principal may excuse students from signing the tardy log.*