

# **Meigs Academic Magnet School Wide Discipline Plan**

2016-2017

## **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 3<sup>rd</sup> and 4<sup>th</sup> tardy, the students and their parents will be warned by the classroom teacher that they will receive an office referral if they reach the 5<sup>th</sup> tardy. **After the 5<sup>th</sup> tardy, students will receive an office referral.** *\*When there are major traffic issues, the principal may excuse students from signing the tardy log.*