



DUNCANVILLE
Independent School District

**REED MIDDLE SCHOOL
TARDY POLICY**

530 E. FREEMAN ST.
DUNCANVILLE, TX 75116



Bryan Byrd, Principal

Delonda Robinson & Rahien Williams, Assistant Principals

Safe Transitions and Reduced Tardies

Positive Sweeps during Transition: Administrators, Security, and teachers with planning period off after transition will circulate the hallways, restrooms, and other common areas. Supervise and escort anyone who is trailing behind to their classroom. Students who are not in class when the tardy bell rings will be escorted or must report to the Tardy Sweep Room (7th grade Library and 8th grade Auditorium) to receive a Tardy Pass.

Tardy	Campus Protocol	Student Consequences
1 st Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. 	<ul style="list-style-type: none"> • Student will receive a verbal administrative warning.
2 nd Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. 	<ul style="list-style-type: none"> • Parent will receive an automated phone message from the campus.
3 rd Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. 	<ul style="list-style-type: none"> • Student Assigned to Lunch Detention (If the student does not attend Lunch Detention, a referral will be written for insubordination and one day ISS will be assigned).
4 th Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. 	<ul style="list-style-type: none"> • Student Assigned to Lunch Detention (If the student does not attend Lunch Detention, a referral will be written for insubordination and one day ISS will be assigned).
5 th Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. 	<ul style="list-style-type: none"> • Student Assigned to Lunch Detention and Writes a Postcard to the Parent (date, time, reason for tardy and the corrective action the student will take). (If the student does not attend Lunch Detention, a referral will be written for



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		insubordination and two days of ISS will be assigned).
6 th Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. • Students who receive their 5th tardy on Monday or Tuesday will attend after-school detention assignment on Thursday. • Students who receive their 5th Tardy on Wednesday, Thursday, or Friday will attend After-School Detention on Tuesday. 	<ul style="list-style-type: none"> • AP Secretary will contact the parent. • Student Assigned to After-School Detention <p>(If the student does not attend After-School Detention, a referral will be written for insubordination and one day of ISS will be assigned).</p>
7 th Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. • Students who receive their 5th tardy on Monday or Tuesday will attend after-school detention assignment on Thursday. • Students who receive their 5th Tardy on Wednesday, Thursday, or Friday will attend After-School Detention on Tuesday. 	<ul style="list-style-type: none"> • AP Secretary will contact the parent. • Student Assigned to After-School Detention <p>(If the student does not attend After-School Detention, a referral will be written for insubordination and two days of ISS will be assigned).</p>
8 th Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. • Assistant Principal will assign the student to ISS. 	<ul style="list-style-type: none"> • Administrative Parent Contact • Student Assigned to three days of ISS.
9 th Tardy	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. 	<ul style="list-style-type: none"> • Administrative Parent Contact • Conference scheduled with Parent/Student by Assistant Principal



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	<ul style="list-style-type: none"> • Teacher marks student absent in Skyward. • Assistant Principal will assign the student to ISS and schedule for the counselor to meet with the counselor during their ISS assignment. 	<ul style="list-style-type: none"> • Student Assigned to five days of ISS.
<p>10th Tardy or More</p>	<ul style="list-style-type: none"> • Student reports to the Tardy Sweep Room. • Student will receive a pass to class. • Teacher marks student absent in Skyward. • Assistant Principal will assign the student to ISS and schedule a meeting with the parent to conduct a Truancy Prevention Measures (TPM) Conference. 	<ul style="list-style-type: none"> • Administrative Parent Contact • TPM Conference scheduled with Parent/Student by Assistant Principal • Student Assigned to ten days of ISS.

Note: All privileges to attend and participate in school activities are suspended through the school year until detention or ISS has been served.