

2019-2020 NORTH COBB TARDY POLICY

UNEXCUSED TARDY TO SCHOOL for 1 st block/homeroom (per semester)	
1 st – 5 th Tardy to School	Warning and parent contacted by school automated call system
6 th Tardy to School	Administrative referral - Parent contact, 1 Administrative Detention
12 th Tardy to School	Administrative referral – Parent contact, 1 day ISS, & loss of parking for 45 days
18 th Tardy to School	Administrative referral – Parent contact, 2 days of ISS, loss of parking for rest of semester & Social Worker notification
24 th & increments of 6 Tardy to School	Administrative Referral – Parent contact, 3 days of ISS & Social Worker notification - (Also code as G-4)

ADMINISTRATIVE AFTER SCHOOL DETENTION – Each week Monday – Thursday 3:45 – 4:45 PM

UNEXCUSED TARDY TO CLASS for 2 nd , 3 rd and 4 th blocks (per semester)	
1 st Class Tardy	Teacher warning about being late to class – mark T in Synergy attendance
2 nd Class Tardy	Teacher warning & parent notification of 2 nd tardy to class; warning that 3 rd class tardy will result in Administrative Detention – mark T in Synergy attendance
3 rd Class Tardy	Administrative Referral – 1 day Administrative Detention & parent notification for 3 rd tardy to class and warning that 4 th class tardy will result in an administrative referral and 2 Days Administrative Detention – teacher to mark T in Synergy attendance
4 th Class Tardy	Administrative Referral – 2 Days Administrative Detention & parent notification for 4 th tardy to class and warning that 5 th class tardy will result in an administrative referral and 1 Day ISS – teacher to mark T in Synergy attendance
5 th Class Tardy	Administrative Referral - 1 day of ISS assigned & parent notification of ISS with warning that 6 th tardy will result in an administrative referral with 2 days of ISS being assigned
6 th Class Tardy	Administrative Referral – 2 days of ISS & parent notification of ISS with warning that all further class tardies will result in an administrative referral for each with 3 days of ISS being assigned
7 th Class Tardy and Above	Administrative Referral – 3 days of ISS & parent notification of ISS with warning that all further class tardies will result in an administrative referral for each with 3 days of ISS being assigned (Also code G-4)

ABSENCE POLICY

EXCUSED ABSENCES – Students must turn in absence note to Attendance Office within 3 days of returning. The Georgia Board of Ed. states that students may excused from school for the following reasons:

- medical doctor/dentist/psychologist/psychiatrist.
- personally ill and when attendance in school would endanger their health or the health of others.
- serious illness or death of an immediate family member.
- special and recognized religious holiday observed by their faith.
- mandated by order of a governmental agency.
- conditions rendering school attendance impossible or hazardous to their health or safety.
- registration to vote (not to exceed one day).

UNEXCUSED ABSENCES - If a student is absent from school and doesn't turn in an excuse note within 3 days of returning and/or if a student is absent from school due to reason that is not stated above by the Georgia Board of Ed., the absence is considered an unexcused absence.