



COPE MIDDLE SCHOOL

A California Gold Ribbon School

Dr. Stephanie Lock
Principal

Chris Ruhm
Assistant Principal

TARDY POLICY

Progressive Discipline:

1-3 Tardies	Documented in Aeries/Teacher Verbal Warning
4+ Tardies	Documented in Aeries and placed on the extra-curricular exclusion list
8+ Tardies	Documented in Aeries and possible In-House Suspension
10+ Tardies	Documented in Aeries/Student Attendance Review Team Meeting/Discipline Issued

Tardy: A student is tardy to class if they are not seated in their assigned seat and ready to work when the bell rings, signaling the start of a class period.

Tardy Accumulation: Tardies are combined from period 1 through period 6. Tardy accumulation runs per semester. Any discipline issued during a semester is effective until the discipline has been completed.

Tardy Exclusion List: Once a student has 4 or more tardies he/she will be placed on the exclusion list. The student is not allowed to participate in any school event (dance, skate party, etc.) until he/she have completed their assigned consequence to clear the tardy. The exclusion list for tardies runs each semester. An updated exclusion list will be posted outside the Student Center every Friday.

Removal from the Tardy Exclusion List: Students must fulfill their tardy consequence that is assigned by the assistant principal to be removed from the exclusion list. All tardy consequences must be served **one week prior to an event**, before a student is taken off the tardy exclusion list. Attending detention does not clear a tardy in attendance, only clears a student from the exclusion list.

It is the student's responsibility to attend detention if they choose to remove their tardies from the exclusion list. Detention notices will not be issued.

1 Lunch Detention = 1 Cleared Exclusion List Tardy It is the responsibility of the student to clearly print and sign their name on the detention room sign-in sheet.

Lunch detention will be held every day during lunch. Students have a daily opportunity to remove one (1) demerit; Location: MPR Lounge aka "Lunch Detention" Detention space availability is not guaranteed daily. **Do Not wait until the last minute to clear demerits.**