

Burton Middle School

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Tardy – Step Contract



Student's Name:

Grade:

Parent/Guardian:

Contact #

STEP 1 – Parent Notification

Tardy 3

Warning

Number of Tardies _____

Student Signature _____

date _____

STEP 2 – Parent Notification

Tardy 6

1 Brunch detention

Number of Tardies _____

Student Signature _____

date _____

Call Parent(s)/Guardian _____

date _____

STEP 3 – Parent Notification – Student Conference with administration

1 Lunch Detention &

1 Brunch detention

Number of Tardies _____

Tardy 10

Student Signature _____

date _____

Admin _____

date _____

STEP 4 – Parent Notification – Parent & Student Conference with administration

2 lunch detentions &

2 brunch detentions

Number of Tardies _____

Tardy 15

Parent Signature _____

date _____

Student Signature _____

date _____

Admin _____

date _____

STEP 5 – Parent Notification

3 lunch detentions

1 Non Privileged Weeks

Number of Tardies _____

Tardy 20

Student Signature _____

date _____

Admin _____

date _____

STEP 6 – SST Process – Parent & Student Conference with administration

Number of Tardies _____

Tardy 25

**4 lunch detentions &
2 Non Privileged Weeks**

Student Signature

date

Admin

date

*****Your signature is not required for the steps to be implemented. This letter is to inform you that you have been notified of your current step on the Tardy Contract.*****

*** Tardy policy will restart every semester.**

***Students will serve the assigned consequence the day it is earned. If detention is skipped another day will be added.**

***Non Privileged: Students cannot attend dances, participate in athletics, or other school activities.**

*** Students receiving more than 25 tardys may lose sports/dance privileges for the full semester.**