



RBV Tardy Progressive Discipline Action (Draft)

Student Name _____ ID# _____ Teacher _____

Student Name: _____ StuID: _____ Tchr: _____

Progressive Steps	Consequence Assigned	Narrative Log
<p style="text-align: center;">Step 1: 1st <u>Tardy #1</u> (Teacher)</p> <p>Date _____:</p> <p>Student Signature _____ StuSignature: _____</p>	<p>Warning</p>	
<p style="text-align: center;">Step 2: 2nd <u>Tardy #2</u> (Teacher)</p> <p>Date _____:</p> <p>Student Signature _____ StuSignature: _____</p>	<p>Two-Way Contact With Legal Guardian</p>	<p>Spoke to _____:</p> <p>Date/Time _____:</p>
<p style="text-align: center;">Step 3: 3rd <u>Tardy #3</u> (Teacher)</p> <p>Date _____:</p> <p>Student Signature _____ StuSignature: _____</p>	<p>Two-Way Contact With Legal Guardian/ Teacher-Generated Consequence Suggested Classroom Detention</p> <p>Assigned Date _____:</p> <p>Duration _____:</p>	<p>Spoke to _____:</p> <p>Date/Time _____:</p>
<p style="text-align: center;">Step 4: 4th <u>Tardy #4 or NO SHOW</u> No Show <u>Detention</u> (Counselor)</p> <p>Date _____:</p>	<p>Attendance Contract</p> <p>*(Place this form in counselor mailbox)</p> <p>Date received _____:</p>	

Student Signature _____ <i>(Referrals from multiple teachers = Tardy #6 or more)</i> StuSignature:	By _____:	
<p style="text-align: center;"><u>Tardy #5</u> (Administration)</p> Step 5: 5 th Tardy (Admin) Date _____: Student Signature _____StuSignature:	<p style="text-align: center;">Assigned Saturday School</p> Assigned Date _____:	
<p style="text-align: center;"><u>Tardy #6</u>: Subsequent Tardies <u>or more</u> or <u>NO SHOWSHOW</u>No Show <u>Saturday School</u> (Administration)</p> Date _____ Student Signature _____ Date: StuSignature:	<p style="text-align: center;">Two-Way Contact With Legal Guardian/Conference</p> Other: -Loss of lunch pass for 1 semester -Loss of extra curricular activities -Referral to Attendance Intervention Liaison -1 to 3 day suspension	Spoke to _____: Date/Time _____:

Distribution: White – Staff Use Yellow – Teacher (for Tardy #5 Only) Pink – Teacher (for Tardy #4 Only)



Step 4: RBV Attendance Contract

I am an RBV Longhorn. Coming to school every day and being in all of my classes on time **is my job**. My parents and every staff person at RBV *expect* this of me. If I want to be treated as an adult, I need to expect this of myself. My counselor has explained the reasons why it is important for me to be at school every day and on time.

I, _____, _____,
Student Name *ID#*

_____ understand that should I fail to follow the Longhorn expectation of being at school every day on time to all my classes, I **will** be assigned the following consequences:

Step 5: 5th Tardy: **Assigned Saturday School**

Step 6 or more: Subsequent tardies or NO SHOWSHOWno show Saturday Schoolsschool: **Parent Contact/Conference**

Other:

- **Loss of lunch pass** for oneone1 semester
- **Loss, loss of extra- curricular activities**
- Referral, referral to **Attendance Intervention Liaison** OR one, or 1 to threethree3 day suspension from school.

Date Issued: _____ By: _____

Student Signature: _____ Parent Signature: _____

_____ *Date:* _____ *Date:* _____

Failure to return a signed copy of this contract to the Assistant Principal's Office in the Administration Building within twotwo2 days of date issued will result in an automatic Saturday School Assignment.

Distribution: White – Staff Use

Yellow – Student/Guardian

Pink - Counselor Step 5!