



CCI Tardy Policy

The tardy policy at CCI promotes student accountability, punctuality, and responsibility while maximizing instructional time. It sets clear expectations and helps prepare students for real-world obligations.

Tardy Procedures

Situation	Procedure
The student is tardy but is in the correct building (e.g., arrived on campus on time but is late to class, in the bathroom, hallway, etc.)	1. The student remains in class. 2. The teacher documents the tardiness in PowerSchool. 3. Beginning with the 8th tardy, the teacher will write a discipline referral (checking PowerSchool for total tardies). 4. CCI administration will assign appropriate disciplinary consequences.
Student is tardy and is NOT in the correct building (e.g., still in the parking lot, outside the building, etc.)	1. The student must report to Mrs. Bradshaw in Building B to check in immediately. 2. Mrs. Bradshaw documents the tardiness in PowerSchool. 3. Mrs. Bradshaw will print a Tardy Pass for the student to enter class. 4. The teacher checks PowerSchool and submits a discipline referral in SimplDiscipline, if applicable. 5. CCI administration will assign appropriate disciplinary consequences.

Additional Notes:

- Excessive tardiness may result in loss of parking privileges, parent conferences, or other administrative actions.
- Teachers should refer to PowerSchool to verify a student's tardy count before submitting referrals.

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Tardy Consequences:

CCI Tardy Consequences (Resets Each Quarter)	
Number of Tardies	Consequences
1-2	Warning
3-5	Lunch Detention
6-8	1 Day ISS
9+	1 Day ISS and loss of major privilege (Q1 Homecoming, Q2 Final exam exemption, Q3 Prom, Q4 Parking Pass Priority or exam exemption)