

Mission Statements

USD #501

The mission of the Topeka Public School is to develop and to graduate lifelong learners who possess the necessary knowledge and skills to be responsible contributing members of the community and of a dynamic society.

French Middle School

Our mission is to develop lifelong learners who are responsible members of society.

Belief Statements

We believe...

- Every student is capable of learning.
- All students should be given an equal opportunity to obtain a quality education.
- Education requires a collaboration partnership of students, staff, parents/guardians, and community members.
- A safe, positive, caring, student-centered environment is essential for the learning process.
- An academically rich curriculum with varied interventions challenges the ability of each student to reach his/her utmost academic potential.
- The learning process should provide the academic framework and teach the skills necessary for all students to become productive, caring, and responsible citizens in an ever-changing, multi-cultural society.
- All educational decisions should support the learning process.
- Student involvement in community service is an integral part of the educational process.
- The educational process should promote self-worth and respect for others while encouraging curiosity, creativity, and a thirst for learning that will continue for life.

School Guidelines

French Middle School has developed guidelines for students, parents and staff. These guidelines are intended to support students in particular, to quickly and easily make decisions about what is appropriate and successful behavior in school. They are also intended to guide staff and parents in their interactions with students and each other. These expectations include the following:

Ready: I understand that when I am ready I have all of my materials, I am where I need to be, and I am on time.

Respectful: I understand that when I am respectful I observe the rights of others to learn, I listen to others' perspectives with an open mind, and I value cultural and person differences.

Responsible: I understand that when I am responsible I take care of my personal items, I help keep the school clean and orderly and I use equipment as intended.

Teaching the Guidelines

The staff at French Middle School takes responsibility for teaching students the guidelines of ready, respectful, and responsible. Behavior problems are instructional problems. The process for teaching social behaviors and academic skills is fundamentally the same.

The strategies used are:

Modeling: Teachers describe, tell, and demonstrate the guidelines in all school settings.

Practice: Students are provided frequent opportunities to practice the guidelines in multiple settings.

Monitoring: Teachers monitor and provide feedback to students on how they are doing.

Acknowledging: Students are recognized when they demonstrate these guidelines consistently throughout the learning environment.

**French Middle School
Student handbook**

Welcome back to a new school year! This handbook contains information regarding procedures and activities at French Middle School. Read it carefully to familiarize yourself with what it means to be a French Falcon. Should you have any questions or need clarification, talk with your advisor base teacher or an administrator.

TABLE OF CONTENTS

Activities	1
Advisor Base Program	1
Assemblies	2
Athletics	2
Attendance	3
Blue Tickets	4
Building Hours	4
Crisis Intervention	4
Driveway Traffic Plan	4
Honor Roll	4
Leaving School	5
Lunch	5
Media Center	5
Medication at School	5
Network Computer Usage	5
Participation in Activities	5
Pupil Information Form	5
School Store	6
Sexual Harassment	6
Student Regulations	6
Student Transportation	8
Weather	8
Falcon Tardy Card	9

ACTIVITIES

Research has shown that participation in activities plays a vital role in the successful development of young people. At French, we are proud of the high degree of student participation in the numerous extra-curricular activities that have been offered.

Leadership

Student Advisor Council
Meet The Teachers Night Host/Hostess
Assembly Introductions/Readers
Community Service Projects
5th Grade Orientation Guide

Social

Cook-out (8th grade)
School Parties
Dances
Autograph Book Signing

Academic

Spelling Bee
Model U.N.
Math Contests
National History Day Competition
Geography Bee

Aesthetic

Art Contests
Musical Performances
School Plays
Music Festival

Certificates of Recognition

Students will be given a certificate for participation in activities on the last day of school.

Dances

Dances are planned and organized by the Student Council in cooperation with the school administration and parent volunteers. These parties are open only to students currently enrolled at French who have not lost their 10 points of eligibility. Students must also be in good academic standing (no Fs).

Starting and ending times for all events will be published in the school calendar. The **office telephone is not available for students use after parties**; arrangements for rides should be made in advance. Students must be picked up within 20 minutes after the conclusion of an activity. Students remaining after the 20 minutes will not be allowed to attend the next evening activity.

Students will not be allowed to leave such events (*even to go outside for a "breath of fresh air"*) earlier than the announced closing time unless the parent comes in to the event to request release of the students.

ADVISOR BASE PROGRAM

Each student at French Middle School is assigned to an advisor base. Your advisor base experience will include activities during the year such as orientation to French, explanation of school rules and expectations, presentation of new ideas and skills that will help you to adjust to middle school, and physical and mental competition. As a member of an advisor base, you will have responsibilities to both your advisor and to your group as well as to yourself.

The goal of the advisor base program is to help each student have a successful school experience while learning to deal with the physical, intellectual, and emotional changes typical of this time in his/her life. Specifically, the program is designed to provide an adult counselor/advocate, a peer group to which each student belongs, exploratory opportunities, and an effective means of maintaining parent-school communication.

The following objectives have been established for the Advisor Base Program:

1. To provide a direct and structured time each day to develop positive interpersonal relationships.
2. To help students find order, pattern, and meaning through consistent exposure to school-wide expectations.
3. To develop appreciation for the skills of good sportsmanship and citizenship through activities.
4. To involve students in new and different learning and social activities.
5. To provide an opportunity for each student to enhance his/her self-concept.
6. To provide an avenue to participate in a community service project.
7. To provide for students an advisor who is available on a daily basis to assist with problem solving and decision-making.

ASSEMBLIES

Students will be seated in the gym/commons with their advisor base. Students are to conduct themselves in an orderly manner. Unacceptable conduct includes booing, whistling, uncalled for clapping, talking during the program, etc.

ATHLETICS

Competitive athletics are available to all seventh and eighth grade students. Boys may participate in football, basketball, track, and tennis. Girls' sports include volleyball, tennis, basketball, and track. Seventh and eighth grade students who desire to participate in inter-school athletics must have a physical examination after May 1 of the previous school year and must have a completed the Kansas State High School Activities Association (KSHSAA) physical form (filled out by your physician), also signed by both parent and student, and turned it in to the school office before being allowed to participate in practice or games. These forms are available in the school office.

Proper attitude is probably the most important aspect of a successful athletic program. The coaches will work hard and spend as much time as possible to continue this success. Each student, though, must come into the athletic program with a desire to be competitive and to display good citizenship at all times.

Studies have shown that students who participate in after school activities will have a higher grade point average(GPA) and do better overall in school than those students who do nothing.

Following are some advantages you can expect when participating in athletics:

1. Provides opportunity to develop your physical powers to the fullest.
2. Develops responsiveness to group discipline.
3. Develops lasting friendships.
4. Develops self-confidence.
5. Develops respect for rules and authority.
6. Provides opportunities for development of cooperation, sportsmanship, initiative, and unselfishness.
7. Gives you a feeling of belonging.

Emergency Card

Students are required to have an emergency card on file with their coach if they participate in sports after school.

Guidelines

1. Students are expected not to have any discipline problems while they are members of the team.
2. Any student having time assigned after school is expected to attend practice AFTER s/he has served the detention time.
3. Students must be in school at least one-half of the day to participate on that day.
4. Students who have been placed on suspension (in school or out-of-school) are eliminated from participation in school activities, which occur during the day(s) of the suspension.
5. Students assigned a full-day in-school suspension will not be allowed to attend any after school activities on the day ISS is served.
6. Only those students passing five (5) classes for the previous quarter may participate in sports during the next quarter.
7. Any student excused from P.E. class for medical reasons will not participate in any after school sport on the day(s) s/he is excused from P.E. class.

Insurance

The district does not provide group accident insurance for students in school activities. Accident insurance policies may be purchased by parent/guardians for the benefit of the individual student(s) at the start of the school year. Information will be available in the school office for interested parents/guardians.

Physicals

All students participating in inter-scholastic athletics must have a KSHSAA physical form signed by a doctor, a parent, and the student on file in the main office **before the student will be allowed to practice/participate** in any sport. The form must be dated after May 1 of the previous school year.

Practice Schedules

Occasionally, a previously scheduled practice will need to be canceled or changed, usually because of inclement weather for outdoor sports. If practice is canceled it is the student's responsibility to notify his/her parents/guardian. The office telephone will be available for student use for this purpose.

Sometimes it is necessary to hold some practices before school. Participants who have not had breakfast may purchase a snack/breakfast from the school cafeteria by 7:40 a.m.

Required Equipment

Students are required to provide all personal items for sports, including shoes, mouthpieces, etc. **The school provides uniforms.**

Spectators

1. Admission to all indoor contests, track, and play night games is \$1.00. All outside events are free of charge.
2. Students will wait in the commons area, seated at the lunchroom tables, until instructed it is time to enter the gym. This will usually be some time after 3:00 p.m. **Students MAY NOT enter the event after 3:30 p.m.,** unless accompanied by a PARENT or with at pass from a teacher.
3. Students must be in school for at least one half of the day to attend. **Students in ISS or after school detentions are not eligible to attend the games.**
4. Students are to enter the gym quietly, pay admission, sit down and watch the event. **Students must sit in the student section.**
5. Once students enter the gym, they are there until half time or a break in play occurs. **If students leave at any other time, they MAY NOT reenter.**
5. **DON'T wait to call after the event is over!** You must be picked up or on your way home 20 minutes after an event is over or you are not allowed at the next event.
Clapping or yelling for a good play is encouraged. **GO FALCONS!!!!**

Sportsmanship

1. Be courteous to all -- participants, coaches, officials, staff, and fans.
2. Know the rules; abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, your team, and your school.
6. Permit only positive, sportsmanlike behavior to reflect on your school or its activities.
7. Do nothing that will embarrass you, your school, your team, or your coach.

ATTENDANCE

Regular attendance, punctuality, and success in school are closely related. The primary responsibility of good attendance at the middle level rests with students and their parents/guardians. Patterns of good attendance are usually established early in the school year. It is necessary for a parent/guardian to notify the school the day of the student's absence. If no phone is available, a note may be sent with the student on his/her return to school.

In order for an absence to be excused, the parent/guardian must notify the office (438-4150) the day of the absence or have the student bring a note to the office excusing him/her upon returning to school.

Unexcused absences from school will result in the student's being assigned to In-School-Suspension and filing of a truancy report.

When a student's illness extends beyond three (3) consecutive school days, the school principal may require a physician's statement verifying the necessity of the absence, giving permission to return to classes, and/or requesting restricted activity. When a student has accumulated 10 absences, a truancy advisory letter will be sent. Once that letter is sent, the student's absences will not be excused without a Dr. excuse or they have seen the school nurse. If the absences continue, a Truancy Report will be filed.

All cases of truancy will be reported to the School District's Truancy Officer. When a student accumulates three (3) consecutive unexcused absences, five (5) cumulative unexcused absences in a semester, or seven (7) cumulative unexcused absences in a school year, the principal may file a Truancy Report verifying the dates and extent of such absences with the Truancy Officer for USD 501. The report will then be forwarded to Court Services for processing.

BLUE TICKETS

At French Middle School, we are all accountable for creating and maintaining an environment where everyone feels welcome, everyone is safe, everyone is orderly, and everyone is enjoying their time.

To help create a culture for learning and to maintain safe, orderly commons areas, we implement a blue ticket system. We will be teaching students appropriate behaviors in halls, lunchroom/commons, assemblies, etc.

Blue tickets will be given to students who do not follow the expectations and may need further instructions on appropriate behavior. Consequences for these infractions are as follows:

- First Blue Ticket: conference with AB teacher
- Second Blue Ticket: conference with AB teacher
- Third Blue Ticket: 15 minute detention
- Fourth Blue Ticket: 15 minute detention
- Fifth Blue Ticket: 30 minute detention
- Sixth blue ticket: Notice to administration

BUILDING HOURS

French Middle School is located at 5257 S.W. 33rd Street, Topeka, Kansas; 66614- corner of Fairlawn & 33rd St. The school building will be open to students at 7:20 a.m. Prior arrangements need to be made if students need to meet with an individual teacher or work in the media center. Students who do not have school business **are to be out of the building by 3:00 p.m.** PARENTS are asked to contact the principal if there are reasons why students need to arrive at school prior to 7:20 a.m. or remain later than 3:00 p.m. Breakfast will be served from 7:20-7:40 a.m. Students must be in their classroom by 7:50 a.m. Students are tardy for school if they are not in their classroom by the 7:50 a.m. bell.

CRISIS INTERVENTION

French Middle School has a crisis intervention plan which delineates procedures for fire, tornado, crisis orientation, power failure, and other civil defense issues. Parents should understand that there is a plan related to releasing students during a crisis, and *students will be released only to their parent/guardian* during a time of emergency.

DRIVEWAY TRAFFIC PLAN

The **lane closest to the front of the school is designed for student drop-off and pick-up** between 7:20-7:50 a.m. and 2:40-3:00 p.m. with parking permitted outside those times. The *center lane is designated a driving lane with no stopping or drop off* (student safety). The last lane closest to the street is a parking area. Thank you for observing the reserved spaces. For the safety of children, only staff vehicles and busses use the south (back) parking lot directly before and after school.

HONOR ROLL

Students with a grade point average from 3.0 - 4.0 will have their names listed in the school newsletter. An honor roll assembly will be held to recognize students for these academic achievements. Grade points are figured on the following basis:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

LEAVING SCHOOL

Any student who leaves school for any reason during school hours must have parent/guardian & the principal's permission and must sign out in the office before leaving the building; upon returning to school, a student must check in at the office for a pass to class. If this should involve a doctor's appointment, etc., please have your parent call or send a note stating where you are going and what time you should be excused. Your parent could also come to the office in person. A student will not be allowed to leave school without prior notification from parent/guardian.

LUNCH

All of the district's middle schools have a closed lunch period. Students may not leave the school grounds for lunch. The lunch period is 23 minutes. The school cafeteria can provide lunches for all students within this time period. Students also have the option of bringing a sack lunch. Parents are discouraged from taking their student out of the building for lunch; however, should they do so they are encouraged to observe the 23-minute allocation because any additional time is taken away from the instructional period. Students may choose to eat from the salad bar or from two main entrees. Students may also purchase with cash a soft ice cream, fruit juice, etc. at the Ala Carte window.

Students may purchase lunches by the day, week, or month from the cashier in the cafeteria. Students are notified when they are almost out of lunch credit. Free or reduced price lunch applications are available in the main office. Students who qualify for free/reduced price lunches may use their lunches for one meal a day and may not give their lunch to another student.

Students must get a tray to use with *any food item* so that crumbs, spilled drinks, or melted ice cream do not get on the tables and/or floors. All food should be consumed while students are seated. Students will clean their area before being dismissed.

MEDIA CENTER

The Media Center welcomes students from 7:30 a.m. to 3:15 p.m. During class hours students are admitted with passes issued by their teacher. Students are expected to be quiet, courteous, and to use the media center materials in a responsible manner at all times. Students may check out books to be taken home during the school year. Books and materials checked out must be returned to the media center on the designated due date. The student must pay for lost or damaged books.

MEDICATION AT SCHOOL

When medication (prescription or nonprescription) is to be taken by a student during the school day, a parent/guardian is responsible for submitting a completed "Request and Permission to Supervise the Taking of Medication at School" form available in the main office prior to staff members administering medication. Most medications require that a doctor sign the appropriate form before staff members can administer the medication and **all medication including inhalers** must be in the original container and turned in to the nurse/office.

NETWORK COMPUTER USAGE

In order to use a networked computer, students must have an official "ACCEPTABLE USE POLICY" on file. These are handed out with the enrollment sheets and must be returned by the established due date. Students are then issued a "log-in" and "Password" that provides them access to certain networked programs. Students not complying with the standards set forth in the policy will be deleted from the system and will be unable to use networked computers.

PARTICIPATION IN ACTIVITIES

A student must be in school for at least three class periods in order to participate in an athletic event or to attend an extra-curricular activity the same day.

PUPIL INFORMATION FORM

Pupil Information Forms (PIF) must be kept up to date. Parents and students can help us by informing the office staff if there are changes regarding home address, home phone number, business phone number, place of employment, emergency telephone number, cell phone number, etc.

SCHOOL STORE

Parent volunteers run the school store. **Smile at them!** The store is on the right side of the stage as you face the stage in the commons. Pencils, pens, paper and other school supplies are available for purchase. The store is open from 7:30-8:15 a.m. daily & during 6th mod whenever we have a parent to volunteer to open it.

SEXUAL HARASSMENT

The Topeka Public Schools has a policy regarding sexual harassment. Sexual harassment is considered to be a serious action and such behavior will not be tolerated. Sexual harassment may include, but is not limited to, the following: derogatory remarks of a sexual nature, unwelcome verbal sexual advances, and requests for sexual favors, unwelcome touching, or other verbal or physical conduct of a sexual nature. All students, regardless of age or gender, have the right to be free from sexual harassment and strong action will be taken against those who violate that right. Unwanted touching will result in parent contact and a report to SRS.

STUDENT REGULATIONS

Bullying

Bullying behavior will not be tolerated. If a student is bullied, he/she should seek out the assistance of a counselor/adult to help him/her solve the problem. Continued bullying will be considered and dealt with as harassment.

Cell Phones/Electronics

Cell phones and other electronics are not allowed at school. If brought to school, it must be turned off and kept in their locker. If a student has a cell phone or other electronic in class, it will be confiscated and a parent must pick it up from the office. **Lost, stolen phones, or electronics will not be investigated by staff.**

Contraband

Contraband is the word given to describe items brought to school that are not needed in the classroom. The school will not investigate reports of these types of items being stolen or missing. Contraband will be confiscated by teachers/principal and **a parent must pick items up within one week.**

Dress Code

The purpose of a dress code is to encourage students to dress tastefully. A general statement of our dress code may be defined with three words: NEAT, CLEAN, and APPROPRIATE for the job of being a student!

Not acceptable - halters, half-shirts, midriiffs or short tops not covering the stomach area, spaghetti straps, oversized armholes, bare feet, slippers, pajamas, short shorts/skirts, sagging pants, bandannas as well as any other clothing, belts/buckles, notebooks, or tote bags designed to make references to illegal drugs, alcohol, violence, gangs, profane statements, or otherwise ***determined inappropriate by the school administration*** will not be permitted.

Other guidelines - Overalls must be worn with both straps up or tucked in; pant legs must be uniform (you may not have one pant leg rolled up, etc.); hats, sunglasses, combs, and gloves are NOT to be worn in the building; hair combs, brushes, picks, etc., need to be kept in lockers during the school day.

Jackets/coats designed for outside wear are to be in lockers and not worn in classrooms. Sweatshirts/sweaters, blazers, suit coats may be worn in cool classrooms.

Students who violate the dress code will have the option of correcting the situation by putting on a different shirt, putting their coat/jacket in their locker, borrowing a shirt from the school to wear, or by having a parent bring them an acceptable piece of clothing. If they refuse, it will become a disciplinary matter and a more severe consequence will result.

Destruction of Property/Vandalism

The destruction of school property or the property of others is an unlawful act. Students will be required to pay for damages or make restitution. In addition a police report may be filed.

Fighting

If a student is angry with someone, s/he should seek the assistance of a counselor to help him/her solve the problem. Violence is never the solution in resolving conflicts.

Fighting, regardless of who started it, **will result in a parent conference and suspension from the learning environment.** IF STUDENTS DO NOT BREAK AT A VOICE COMMAND, consequences will be increased.

As stated in the student district policy handbook, “any student that has engaged in behavior which resulted in, or was substantially likely to have resulted in, injury to others, could be suspended up to ten (10) school days.”

Verbal threats of violence may also result in suspension from the learning environment. ALL threats will be taken seriously. School security will be notified immediately and will become involved in an investigation. Charges may be filed.

Hallways

Normal speaking voices are to be used in the halls. Students must have signed passes (planner book signed by their teacher) to be in the halls during class time. Everyone should be treated with respect and dignity. Students should stop and talk with staff when asked to do so.

Homework

All students at French will receive homework. Consistent with the school-wide expectation of being ready and responsible, students are expected to be prepared for tests and daily assignments whether or not they participate in extracurricular activities. Students should review and study on a daily basis so that if two or three tests occur on the same day, they will be prepared.

Lockers

Locks and lockers are school property. Treat with care by refraining from applying stickers, writing on lockers, or defacing in any other way. Locks are rented. Personal locks are not allowed. Locks should be locked. There is a fee to replace lost locks **KEEP YOUR COMBINATION TO YOURSELF** and keep only your own items in your locker. All book bags must be stored inside lockers. None are permitted in class. If you have a problem with your lock, see a teacher immediately!

Possession of drugs/alcohol

Students will be suspended for a minimum of five (5) days and a required appointment with Prevention and Recovery. Other authorities will be notified as well.

Public Displays of Affection

Public displays of affection are not acceptable in the learning environment and may result in removal from the learning environment. This behavior could also violate the sexual harassment policy and result in discipline action and/or counseling.

Profanity

Profanity is not acceptable in the learning environment and may result in removal from the learning environment. Profanity used with staff will result in an out of school suspension.

Student Visitors

Students may not bring friends from out of town or other schools to spend the day or part of the day attending classes with them.

School Telephone Use

Students will be called to the phone only in cases of **extreme emergency**. Otherwise, all phone messages will be delivered to the student. There is an office phone that may be used, with staff permission, by students to notify parent/ guardian if they are staying after school for detention, to work with a teacher/staff member, or other **school related** business.

Theft

Students who steal will receive a discipline referral to the principal and the police department may be notified. Students who “*find*” something of value and fail to turn the item over promptly to a staff member are guilty of theft. Students who “*borrow*” without permission are also guilty of theft.

STUDENT TRANSPORTATION

Bicycles

Bicycle racks are located on the south side of the building for students to park their bikes. It is highly recommended that all bicycles are locked. Bicycles are not to be ridden on school grounds.

Skateboards/Rollerblades

Some students use skateboards/rollerblades as a means of transportation. While this is permissible, they are not allowed to be ridden on school grounds and must stay in lockers during the school day.

Bus Transportation

Students who live in the French attendance area, but 2.5 miles or more away, are eligible to ride the bus. For the safety of all people riding the bus, there are regulations that must be followed. If a student displays disregard for these regulations, suspension of bus privileges may result. Chronic disregard for these regulations may result in a complete loss of riding privileges.

Bus Regulations (Applies to before/after school, field trips, activity bus, etc.)

1. Passengers must respond promptly to instructions given by bus driver and/or bus para.
2. The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are also prohibited.
3. Ordinary conversation is expected and permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited.
4. All parts of the body are expected to face the front of the bus.
5. All parts of the body are expected to stay inside the bus, not outside the windows.
6. Students are expected to remain seated while the bus is in motion.
7. Anyone who creates damage on the bus will be required to reimburse the bus company.
8. Parents and students are expected to adhere to the bus schedule. The bus cannot wait for tardy passengers.
9. Students are to wait at the proper pick-up points and exit the bus at the proper drop-off points.
10. Students are expected to stay out of the streets before and after pick-up or drop-off.
11. Students are expected to follow the driver’s instructions and signals when entering and exiting the bus as well as when crossing in front of bus.

WEATHER

Inclement Weather - If school is closed by the superintendent due to inclement weather, it will be announced on the radio & television stations early in the morning. Coaches may cancel outdoor practices because of inclement weather or move the practice inside. There to a phone under these circumstances.

Tornado watch - Activities outside regular school hours that are to begin during is no effective way to communicate this last minute decision to parents. Students will have access a tornado watch or warning will be canceled. If an activity is already in progress, it will continue even if the tornado watch is announced. If a tornado warning occurs after an activity has already started, students will take shelter in the school’s basement and will not be allowed to leave unless their own parent/guardian (in person- no phone calls) signs them out.

USE 501 NONDISCRIMINATION POLICY

The Topeka Public Schools, Unified School District No.501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, gender, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. The Title IX compliance coordinator is the associate superintendent of administrative and support services. The Section 504 compliance coordinator is the general director of special services. The clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3045 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

FALCON TARDY CARD

In order to keep track of tardies, you are responsible for keeping your planner with you at **all** times. Your teachers will initial the correct box for each tardy and issue the consequence. If you misplace or lose your planner, then you will **automatically go to step 7** & serve the detentions in full. After the 7th tardy, a parent/teacher conference is scheduled and a tardy plan put in place.

1st quarter

1 st Tardy	2 nd Tardy	3 rd Tardy	4 th Tardy	5 th Tardy	6 th Tardy	7 th Tardy
Date: _____ First Warning	Date: _____ Second Warning	Date: _____ 15 min. detention	Date: _____ 15 min. detention	Date: _____ 30 min. detention	Date: _____ 45 min. detention	Date: _____ 45 min. detention

2nd quarter

1 st Tardy	2 nd Tardy	3 rd Tardy	4 th Tardy	5 th Tardy	6 th Tardy	7 th Tardy
Date: _____ First Warning	Date: _____ Second Warning	Date: _____ 15 min. detention	Date: _____ 15 min. detention	Date: _____ 30 min. detention	Date: _____ 45 min. detention	Date: _____ 45 min. detention

3rd quarter

1 st Tardy	2 nd Tardy	3 rd Tardy	4 th Tardy	5 th Tardy	6 th Tardy	7 th Tardy
Date: _____ First Warning	Date: _____ Second Warning	Date: _____ 15 min. detention	Date: _____ 15 min. detention	Date: _____ 30 min. detention	Date: _____ 45 min. detention	Date: _____ 45 min. detention

4th quarter

1 st Tardy	2 nd Tardy	3 rd Tardy	4 th Tardy	5 th Tardy	6 th Tardy	7 th Tardy
Date: _____ First Warning	Date: _____ Second Warning	Date: _____ 15 min. detention	Date: _____ 15 min. detention	Date: _____ 30 min. detention	Date: _____ 45 min. detention	Date: _____ 45 min. detention

