



## Communication Arts/Drama - Tardy Policy

Welcome to Communication Arts/Drama. This is going to be an exciting year for all of us! In order to ensure that your child will be successful in class, this Tardy policy was designed to ensure all students are provided the best educational and instructional setting. In order to maintain an orderly environment that is conducive to teaching and learning these procedures must be strictly followed. These policies are being implemented in an attempt to facilitate the establishment of a school culture at CMMS in which ALL of our students have a seriousness of purpose and are well prepared. It is expected that all students be on time, prepared for class and ready to learn.

The following disciplinary action will be followed for those students tardy to class.

- 1<sup>st</sup> Offense: Teacher Warning
- 2<sup>nd</sup> Offense: Teacher Conference/Complete Timeliness Plan
- 3<sup>rd</sup> Offense: Read Tardy Paper/Complete Tardy Writing Assignment
- 4<sup>th</sup> Offense: Phone Call Home
- 5<sup>th</sup> Offense: Referral to AP Office

With your help we will have a successful year.

Thank you,  
Mr. Vis

---