

# West Prep Academy

## Tardy Policy

### Classroom Tardy

*Teacher:*

1. Verbal Warning
2. Parent contact

*Dean's Office:*

3. Dean's Detention (3:30p.m.-4:00p.m.)
4. Dean's Detention for 2-days(3:30-4:00)
5. In-House Suspension—1 day
6. In-House Suspension—2 days
7. Tardy 7 or more—RPC(Required Parent Conference)

### Tardy Sweeps

- Tardy sweeps will be held randomly at the discretion of the West Prep Administration
- Consequences will be handed down separately from that of a classroom tardy
  - Violation #1 will result in a direct move to step number three (#3) in the classroom tardy policy
  - Each successive violation will result in the respective step in the classroom tardy policy