

PASSAIC COUNTY TECHNICAL INSTITUTE

TELEPHONE: (973) 389-4221

STUDENT TARDY/CUT RECORD

Student Name: _____
Grade/I.D. #: _____
Subject: _____
Period: _____

Date: _____
Teacher: _____
Counselor: _____

ALL TARDY/CUT FORMS ARE TO BE DIRECTED TO THE DISCIPLINE OFFICE.

Number of Cut: **1** **2** **3** **4**

FIRST CUT: Student/Discipline Coordinator conference. Parent to be notified by the Discipline Office.

SECOND CUT: Student/Discipline Coordinator conference. Parent to be notified by the Discipline Office.

THIRD CUT: Parent/Student/Teacher/Guidance Counselor/Discipline Coordinator conference. Guidance Counselor contacted by Discipline Office for intervention. Notification mailed home via certified letter to parent from the Assistant Principal of Discipline concerning the possible loss of credit if one more cut is accrued. See "NOTE".

FOURTH CUT: Parent/Student/Guidance Counselor/Discipline Coordinator conference. Student is issued Loss of Credit for the course, removed from the class/shop and placed in the In School Suspension or Student Time Out Program for that period for the remainder of the school year. Notification mailed home via certified letter to the parent from the Assistant Principal of Discipline.

NOTE: Loss of Credit will be in effect for:

- a. Full year course at the fourth cut level. This includes the entire exploratory shop experience.
- b. Half-year course at the second cut level.
- c. Physical Education course at the third cut level.
- d. Health/Driver Education course at the second level.

Tardy Date(s): _____, _____, _____

Cut Date(s): _____, _____, _____, _____

Teacher Comment: _____

Conference with: _____ Student _____ Parent _____ Guidance _____ Teacher _____ Supervisor

Disciplinarian: _____

Telephone: (973) _____