

TARDY POLICY

It is essential for your child's academic success that he/she arrives to school on time. It is the responsibility of the parents/guardians to ensure student timely attendance. A student is considered tardy if they are not present or have not presented themselves to the teacher at the time class starts. The following Tardy Policy will be followed:

Tardy Number	Consequence	Citizenship
1-3	Marked tardy in attendance	Remain as "E"
4-6	Marked as tardy in attendance and email or call parents regarding the tardies and that the student's citizenship grade has been lowered to "S"	Lowered to "S"
7-9	Marked as tardy in attendance and email or call parents regarding the tardies and that the student's citizenship grade has been lowered to "N" and notify administrator of the habitual tardies	Lowered to "N"
10-14	Marked as tardy in attendance and call parents regarding the tardies and that the student's citizenship grade remains an "N" and notify administrator of the continued habitual tardies	Remain as "N"
15	Required Parent Conference with administration	Remain as "N"