

Effective January 6, 2016- TARDY POLICY

In January, ALL students start again with 4 FREE TARDY PASSES

Students have **4 FREE TARDY PASSES** before a referral is written on 5th TARDY each SEMESTER.

This allows for the **OCCASIONAL** life mishap- overslept, lack of sleep, car problems, missed the bus, alarm failed, parent's fault, sibling's fault, ride was late, traffic was bad, running late in morning, etc.

WHICH IS CONSIDERED UNEXCUSED

EXCUSED TARDY

1. TARDY requires a WRITTEN NOTE to be considered for EXCUSED status
2. NOTE must be signed by parent with phone number to reach parent
3. Appointments before school (Doctor, Dental, Bloodwork, etc.) require note from office for EXCUSED status
4. ALL notes need an administrator approval prior to receipt by Front Office
5. PARENTS with student is not a reason to excuse tardy

UNEXCUSED TARDY:

1. No NOTE or NOTE not excused by Administrator

Steps in Process:

1. Sign in on clip board at front desk with **FULL NAME PRINTED CLEARLY**
2. Give note to Secretary who will follow directions of administrator

Students are responsible for getting their work from class missed due to tardy. Homework due from missed period is turned into tardy hall teacher.