

# TARDINESS

Code **JHA** Issued **1/12**

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Purpose: To establish the basic structure for dealing with tardiness by students.

## **K through eighth grade students (tardy to school)**

Students who are chronically late to school often suffer academically from lost instructional time. For this reason, a record should be kept of all tardies to school. When tardies become excessive in the opinion of the principal, he/she, in consultation with appropriate staff, will counsel the parent/legal guardian.

If after this counseling the student is persistently tardy, the principal will notify the parent/legal guardian and an intervention plan to correct the problem will be written.

If the parent/legal guardian fails to comply with the intervention plan, the principal at his/her discretion may refer the case to proper authorities for educational neglect.

For purposes of this policy, three unexcused tardies to school will constitute one unexcused absence. Additionally, three unexcused early dismissal sign-outs will constitute one unexcused absence. Unexcused tardies or early sign-outs are those that would not qualify as “lawful absences” under board policy.

## **Seventh through twelfth grade students taking Carnegie units (tardy to school/class)**

Students are expected to be in class and ready to work at the beginning of each instructional period (this pertains separately) to each class.

Discipline for unexcused tardies or unexcused early sign-outs will be developed by school administration with regard to awarding Carnegie unit credit. Discipline may include, but not be limited to, warnings, detention, counseling, intervention plans, suspension and referral to appropriate authorities for adjudication.

## **Parent/legal guardian notification**

The school administration is responsible for establishing, periodically reviewing, revising, if necessary, and providing to parents/legal guardians the proper procedures for disciplining students in accordance with this tardiness policy. The school administration should provide parents/legal guardians notification of the tardy policy at the beginning of each school year.

Adopted 1/11/12