

CCA Tardy Policy (revised for 2009)

Expectations:

1. Students are to be in their seats, or as otherwise directed by 8:00 AM.
2. If a student is tardy, it will be recorded.
3. Junior High tardies are recorded not only 1st period, but throughout the day.
4. For a tardy to be considered excused, **a note** or phone call from the parent or guardian **must** be delivered to the office **on the day of the tardy**.

Consequences:

1. Equivalent time to be made up, after school or recess.
2. 3 unexcused tardies = 1 absence for all grade levels. No more than 13 absences* allowed per semester.
3. In addition to consequence #2 for fourth grade and above: 3 unexcused tardies = 1 detention (to be served at home – see CCA detention policy)

Clarification regarding “excused tardy”:

As we implement this policy, we will try our best to be reasonable. We ask that parents do the same. Please understand that we are not trying to “pry”, but simply writing a note which states: *Please excuse _____ for being tardy* is not sufficient. Being held up by a car accident, plumbing problem, sick family member, etc. can be valid excuses. The problem comes when tardiness becomes a regular occurrence. Excusing tardiness becomes more difficult when it becomes routine.

* Total absences policy

In keeping with State guidelines, the total number of absences allowable in one semester is thirteen.