

## Tardiness

Punctuality is of utmost importance. When a child is late to school, it affects not only the child who did not arrive on time, but the entire class as well. Repeated lateness further instills in children that being late is acceptable. If a child is tardy for any reason, he/she must report to the school office with a note of explanation and then report to his/her classroom.

Parents/guardians of students who reach five latenesses (excused or unexcused) will be notified in writing by the Superintendent or designee.

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Because the Board of Education believes that a full day's attendance is critical to success in school, and because tardiness to school and/or class can become disruptive and detract from the learning process, please note that doctor's notes (medical doctors, dentists, etc.) are necessary in order for a "Tardy" to be an "Excused Tardy". Parents/guardians are strongly encouraged to make appointments (doctor, dentist, etc.) for their child after school to avoid interruption of the school day. Students with more than five (5) unexcused tardies will be ineligible for a "Perfect Attendance" award. Student with (10) unexcused tardies will be subject to administrative review and may be assigned a one hour administrative detention. This detention may be assigned for the morning before school or the afternoon after school.

If a child arrives at school after 10:50 a.m. on any given school day, the child will not be permitted to participate in or attend any extracurricular activity or after-school function for that day/evening.

For a student to be given credit for being in attendance for any school day, they must have been in school for four hours.