



## CCA Tardy Policy

### **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. 5<sup>th</sup> – 8<sup>th</sup> grade tardies are recorded not only 1<sup>st</sup> period, but throughout the day.
4. In order for a tardy to be considered excused, a note 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 excuse. **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.