

Beginning Monday, October 23, the following policy regarding late arrivals to school will take effect. **Students are considered tardy to school when they are not in their classrooms at 8:15 a.m.** Our district middle school attendance guidelines state, “A tardy is only excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.” Extenuating circumstances do not include missing the bus, over-sleeping, running out of gas, not feeling well, etc. Students that arrive on a late bus, and sign in to receive a late bus pass, will be excused as a bus tardy.

Tardies result in a disruption to the classroom when the student arrives and results in a loss of instruction. We understand things happen that may result in your child being tardy to school on occasion, and this policy takes that into consideration. This policy is geared towards those that are habitually tardy to school.

Students will be written up any time they have 3 unexcused tardies in a week. The consequences will be assigned as stated below and will reset at the beginning of each quarter.

Write-ups 1-3	Lunch Detention the following Monday
Write-ups 4-6	1 Day of ISS
Write-ups 7-8	2 Days of ISS
Write-ups 9+ (if quarter has more than 9 weeks)	1 Day OSS

- If the student is absent the day of their lunch detention or ISS, they will make it up when they return to school.