

# TARDY POLICY

Policy # C-07-22  
8/1/2011

If a St. Paul's student is not in their seat for roll call, then he/she is considered tardy. A tardy may be excused under special circumstances such as transportation trouble, weather, etc. Tardies will be recorded, and exceptions will be made, at the discretion of the student's teacher.

## Accumulation of Tardies per Trimester will be addressed as follows:

- |                       |   |
|-----------------------|---|
| 5 Tardies             | A letter which outlines St. Paul's Tardy Policy will be signed by the student's teacher and sent home with the student. The letter will indicate it must be signed by the parent/guardian, indicating they've received it, and returned to the school office. |
| 8 Tardies             | An immediate phone call will be made from the student's teacher or the school office. The student's parent/guardian will be informed the student has only two Tardies remaining for the trimester before a penalty will incur.                                |
| 10 Tardies            | 3 PIP hours will be added to the parent/guardian PIP hour requirement for the year.   |
| 15+ Tardies (or more) | 3 more PIP hours will be added to the parent/guardian (and for every 5 additional tardies).   |

The Preparatory Student Handbook may include a discipline procedure to hold students accountable for unexcused tardies to individual class sessions.

1<sup>st</sup> – 8<sup>th</sup> grade school doors open at 8:05. Grades 5-8 start at 8:15, Grades 1-4 start at 8:30 PK, Y5, & Kindergarten school doors open at 8:10. School begins at 8:30

(OVER)