

## Dieringer Elementary Schools District Tardy Policy

The Dieringer School District instituted a new tardy policy, effective September 2012. Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time. A student, who is tardy to class, not only places his/her own learning jeopardy, but also interrupts the learning of other students.

The Dieringer School District will now recognize both excused and unexcused absences. Excused tardiness may not impact a student's academic grade. Reasons for excused tardiness include: a) student illness; b) medical appointment (doctor's note is required for proof); c) death in family; d) observance of a religious holiday or service; e) previously approved school-sponsored event; f) other individual tardiness beyond the control of the parent or student as determined and approved by the principal. Unexcused tardiness includes any tardiness that does not fall into one of the previous excused tardiness categories.

It is the parent's responsibility to explain in writing within three school days any tardiness to school. Failure to provide a written explanation will automatically be considered an unexcused tardy. The following steps will be followed should students be tardy to school for unexcused reasons (per trimester).

### **Excessive tardies of any kind may result in the creation of a contract/plan to support consistent attendance and punctuality.**

1 <sup>st</sup> tardy	Warning letter issued
2 <sup>nd</sup> tardy	2 <sup>nd</sup> warning letter issued
3 <sup>rd</sup> tardy	Counselor will contact parent regarding tardies. Student will not be recognized for attendance awards.
4 <sup>th</sup> tardy	Formal letter will be sent to the parent and put in the student's permanent record.
5 <sup>th</sup> tardy	Parent will be required to attend a conference with school officials and a contract will be designed, signed and implemented, and put in student's permanent record.