

NCA Tardy Guidelines & Procedures

Students are to be in their seats, or as otherwise directed by 8:00 AM. This same expectation is in place for each class period, meeting, or activity throughout the entire school day. If a student is tardy, it will be recorded. Junior High tardies are recorded for each period throughout the day as well. This practice *may* be applied to students in elementary grades also, but only if it is warranted, and on an individual basis.

If or when a student's excused and/or unexcused tardy record reaches a level of **5** in a given semester, a courtesy notice or letter will be sent home by mail, or email, or both. If a student's tardy record reaches a level of **12** in a given semester, the school principal will require a conference with the parent. If tardiness continues an additional conference will be required to collaboratively establish an "Action Plan" to curb the tardiness.

Clarification regarding "excused" versus "unexcused" tardy: In order for a tardy to be considered excused, a note or email from the parent or guardian *must be delivered to the office on the day of the tardy*. Tardy notes must give the specific reason for the tardy.

Excessive tardiness, whether excused or not excused, has a negative impact on learning and is disruptive to the classroom. The number of recorded tardies include ***all*** tardies regardless of the classification.

If you have any questions regarding these guidelines, please do not hesitate to contact the office at nca@ncslacey.org or by calling 360-493-2223.

