

TARDY TO SCHOOL POLICY

Students should arrive to school no later than 7:30 am in order to go to lockers, bookstore, restroom, etc. before the school day officially starts at 7:40 am.

Student attendance is based on the number of minutes that students are present in school each day. According to the Code of Acceptable Behavior, tardiness is not just being late for school as traditionally interpreted; it is defined by law as “any amount of instructional time missed.” This includes being late to school and leaving school before classes are dismissed. KRS 159.150 states that any student who has been “tardy without valid excuse on three (3) or more days is a truant.” Tardiness greatly affects the attendance profile and academic performance for each student as well as the school.

A student is considered “tardy” if s/he:

- Arrives in the building AFTER 7:40 am. Students arriving after 7:40 will be considered “tardy-late arrival” and must sign in the main office where they will receive a pass to class. The attendance clerk will be responsible for keeping a record of all late arrivals.
- Excused tardies include such circumstances and occasions as a death in the immediate family, severe illness in a student’s immediate family, an illness of the student, and visits to the doctor or dentist.
- In order to receive an excused tardy, a parent must sign their child in and give a reason for the tardy that meets excused tardy criteria.

As a result, any student who has “unexcused tardies” will receive the following interventions:

- 3rd Tardy- Student will receive an official written warning and review of school’s tardy policy from attendance personnel after they sign into the office. This should be returned signed by parent/guardian.
- 6th Tardy- Attendance personnel will call home to issue an additional review of tardy policy and student will receive an Administrative detention.
- 9th Tardy- Student will receive counseling conference or letter to parents and behavior consequence. After every 3rd additional tardy an additional Administrative detention will be given.
- 12th Tardy-Student will receive a counseling conference and behavior consequence of Level 1 detention.