



## **Traut Core Knowledge School Tardy Policy**

Approved on October 17, 1996 (tardy times changed 3-7-07)  
Sponsor: Art Dillon

**Background:** Because the Core Knowledge material is sequential and challenging in its content, it is very important for all students to come to school daily and on time. Students who come late miss the instructions given at the beginning of the day as class begins, and this can affect the students' understanding of the learning events taking place in the class for the rest of the day.

**Goal:** All TCKS students will arrive at school in time to come in with their class by 8:25 each morning.

**Definition of "Tardy":** Students who are not in the classroom by 8:30 are considered tardy. This "tardy" category will be marked on the class attendance sheet by the teacher.

### **School Action Plan:**

1. The names of students who are tardy more than once in a week will be referred to the principal for a call to the students' parents to inform them of the tardiness and to see what solution can be worked out with the carpool participants.
2. The names of students who are tardy more than four times in a full month of school will be referred to the teacher, Parent Advisory Board (PAB) representative, and principal for a conference with the parents to emphasize the importance of timeliness in coming to school, and to work together on a solution to end the tardiness.

**Excused Tardies:** When situations arise beyond the control of the carpool drivers that cause them to arrive at school after 8:25, the drivers have the responsibility of letting the principal or attendance clerk know the circumstances which caused the late arrival. Normally the principal will be able to determine if the tardy is to be marked as an excused tardy. If there is a question of whether the tardy is to be excused, the PAB president or vice president and the principal will make the decision and inform the carpool driver and the parents.

In cases where parents know ahead of time that their child will be late getting to school, such as for a doctor's appointment, they should call the office to let the attendance clerk know. The teachers will then be notified of the planned late arrival.