



Southwestern Randolph Middle School has a new tardy policy that will go into effect on October 1st, 2019 (all tardies accumulated before this date will NOT be counted against the student).

Running late once in a while is a normal part of life, however, being late can adversely impact the lives of students and parents. Our school data shows that last year 24 students were tardy to school over 20 times, and 94 students were tardy more than 10 times. If you are 15 minutes late to school 20 times, then you have missed 5 hours of instruction from the same class! Many of our tardies can be longer than 15 minutes! Students who miss large amounts of instruction are far more likely to fail a course.

Our goal as a school is to implement a tardy policy that decreases **unexcused** tardies so that students are not missing critical instruction when avoidable.

What is the difference between an excused tardy and an unexcused tardy?

- Tardies will be excused if they are due to a medical or dental appointment AND the student has provided a note.
- Handwritten notes will also be accepted if the student is late due to illness or for an appointment. (After 20 handwritten notes, the note **MUST** be from a doctor for it to be excused.)
- Tardies that are due to oversleeping, car trouble, missing the bus, etc will **NOT** be excused. (If a student misses the bus or the bus is late due to the fault of the driver, they are not counted tardy at all.) *We recognize that these things happen, which is why there is no consequence for this until the 5th time.*

New Policy

| # of <u>Unexcused</u> Tardies per semester | Action Step |
|---|--|
| 1 through 2 | none |
| 3 through 4 | Advance notice given to student and parent that action will begin on the 5th unexcused tardy. |
| 5 through 9 | Lunch detention |
| 10 | After school detention |
| 11+ | Principal or Assistant Principal assigns In-School Suspension. |

Thank you for working with us to address this important concern! Please let your child's teacher or a member of the attendance team know if there is something that we can do to help your student be at school on time. We know that being tardy is an unavoidable part of life, but we hope that with your help we can reduce them as much as possible.