III. Tardies

A student is tardy when the student is not in his or her assigned seat or station when the bell rings.

A. Excused Tardy

A tardy is excused only if the student is late for one of the reasons described in section V.

B. Unexcused Tardy

A tardy is not excused unless it is caused by reasons set forth in section V. Examples of unexcused tardies include:

1. oversleeping
2. missing the school bus
3. shopping trips
4. pleasure trips
5. car problems (ex: flat tire, no gas, car won't start, student getting a parking decal)
6. heavy traffic
7. returned for forgotten items

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Individual schools may develop school-based consequences for tardy students.

IV. Early Sign Out

Once students arrive on campus, they may not leave without permission from an administrator. Students who must leave school during school hours must have their parent request this release by phone or in person to the office in order to obtain pre-approval. Schools will establish procedures for early release that ensure a secure campus for dismissal.

Students' academic performance my be negatively impacted by early sign out. Signing out early repeatedly may count toward a pattern of non-attendance (see section VII, below) that may indicate early signs of truancy. Repeated early sign outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

A. Excused Early Sign Out

The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign out is excused.

B. An Unexcused Early Sign Out Includes:

The same criteria used to determine an unexcused absence and an unexcused tardy will be used to determine whether an early sign out is unexcused.

Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early.