

TARDY POLICY

To All NES Parents:

Academic success is directly correlated to attendance and tardies. Administrators, teachers, guidance counselor, students and parents must work together to make sure students are present and on time to class each day. Students and Parents must understand that it does matter if students are on time. There must be consequences for tardies, but there must also be a strong effort by each person in our community to help students get to school on time. We currently have over 2800 tardies this year.

Each person has a role:

Administrators- will support teachers by assigning and monitoring Wednesday Detention.

Guidance Counselor/Home School Liaison- will counsel repeatedly tardy students, make parent contacts and do home visits.

Teachers- will show students that teachers do want them to be on time. Teachers will record attendance daily. Teachers will make parent contacts when tardiness becomes a problem. Teachers will decide a classroom consequence when late such as flipping their card, calling parents, writing a note to parents, etc. Work completed prior to child arriving will not be made up, zeros will be given. Repeated tardiness will result in an "N" or "U" on assumes responsibility on their progress report and report card.

Students- will arrive to class and **in their seat by 7:45 a.m.** They will attend Wednesday Detention if it is assigned.

Parents- will support their child in arriving to school on time. Parents will communicate with teachers, guidance counselor and administrators and support the discipline process. **Parents must take responsibility for having their children to school ON TIME.**

- The administration retains the right to excuse some tardies. For example: Bus is late, train blocks the road to the school, documented medical emergency, etc.

For each 9 weeks

- 1st and 2nd tardy - Teacher warning / teacher consequence
- 3rd tardy – above plus Teacher notifies parent and guidance counselor
- 4th, 5th and 6th tardy - 1-hour Wednesday Detention (beginning at 12:30 p.m. and parent will be required to pick child up at 1:30 p.m.) Parent will be notified by letter, note in backpack and phone message.
- If a student does not show for Wednesday Detention, a level 2 referral will be written and they will be placed in in-school suspension for 1 day the following day.
- After 3 Wednesday Detentions in one 9 weeks, the student will be suspended from school for one day if the parent does not meet with the administration and sign an attendance contract.

Checking out Early has also become a problem. This is also missed academic time. Parents will be notified by the principal if a pattern begins to form for a meeting.

The entire school faculty agrees that our tardy situation has to be a priority for our school to get under control. Occasional tardies happen to all of us, but to have over 2800 tardies already this school year is unacceptable. We have students with over 50 tardies. We hope that the entire NES community will seriously look at this situation and make a commitment to address this need.