

Our Shepherd

Tardy Policy

1. Beginning at 8:10 a.m. and continuing throughout all class periods of the day, students are to be in their assigned seats at the beginning of the period. Students who fail to meet this expectation are marked tardy.
2. If tardiness must happen, for instance, because of medical or dental appointments during the school day, an advance tardy slip can be obtained. A tardiness of this sort will not be part of the disciplinary procedure.
3. A student who is tardy at the beginning of the day must obtain a tardy slip from the school office. The duplicate copy of the tardy slip is surrendered to the teacher in order to enter class. The teacher records the tardiness in the class records.
4. During the day when a student is tardy for a class, the teacher fills out a tardy slip and notifies the school office.
5. When a student reaches four (4) tardies in a semester, parents are notified by memo that a one (1) hour detention time must be served in the Before-Care Room, from 7 a.m. – 8 a.m. Kindergarten serves detention from 7:30 a.m. – 8:00a.m. Students are charged \$5 for this detention. The detention must be served within five days of the infraction of the tardiness.
6. If a student accumulates eight (8) tardies in a semester, parents are notified that a week (5 mornings) of detention must be served in the Before-Care Room. Again this must be served within five days of the infraction and must be paid at the rate of \$5 per session.
7. When twelve (12) tardies are recorded in a semester, parents are notified that two (2) weeks; 10 mornings of detention are served and paid for. The student will be denied the privilege of participating in extra curricular activities for one full quarter. The Day School Committee and the Board of Christian Education are notified. Further action could be taken up to and including suspension or even expulsion.
8. For purposes of discipline only, tardinesses in one semester will not be carried over into the next semester. However, all tardiness will be recorded.
9. Students who are otherwise in perfect attendance during the school year, but have been tardy four or more times are not eligible for perfect attendance recognition.