



## **Tardiness to School Policy**

### **TAP – Tardy Accountability Program**

All students are expected to be in school and/or in class on time. Students are considered tardy after the first (1st) period tardy bell sounds (7:20AM). Tardies to school are classified as excused or unexcused according to the state guidelines for absences. After five (5) excused tardies (per semester), medical documentation is required to excuse subsequent tardies.

Tardiness to school for medical or court appointments will be classified as unexcused until proper documentation is received from the physician or office of the court.

Students arriving to school late to any class after the tardy bell are sent to the Attendance Office – A2 for TAP (Tardy Accountability Program). Parents are not required to check the student in. Students arriving late to school must present a note from a parent/guardian stating the date, reason for the late arrival, parent signature, and a parent phone number for verification. The reason must also be an approved excused reason listed under Excused Absence Policy. Otherwise the tardy will be classified as unexcused. To be excused for a doctor or court appointment, the student must provide medical or court documentation when he/she returns to school.

Students are expected to be in class on time as listed on the bell schedule. There is adequate time between classes and before school for students to arrive on time. Students should be in the classroom or gym when the tardy bell begins to ring. Tardies to class may only be excused by school personnel. All other tardies are considered unexcused. TAP consequences will begin when a student reaches his/her 6th tardy.