

POLICY NO.	DESCRIPTION	EFFECTIVE DATE
S-002	TARDY POLICY	01/28/2004 First revision 01/25/06 Second revision 12/5/07 Third revision 1/5/11 Fourth revision 11/24/14

BACKGROUND: Timely attendance is essential. Tardiness adversely affects the teacher's ability to instruct; fellow students' ability to receive instruction; and the tardy student's ability to fully participate in the educational process.

PURPOSE: To define "tardy," and outline the tardy policy and procedures.

POLICY:

- A. Definition: A student is considered "tardy" if s/he arrives at school past 8:00 a.m.
- B. Each trimester, every student will be afforded five (5) "free" tardies. Tardies are not transferable and do not carry over to the next trimester. For each tardy occurrence, the student must be accompanied to the school's office to obtain a tardy slip.
- C. On each of the sixth and seventh occasions of tardiness within the trimester, the parent or guardian will be notified, by letter, of the tardies.
- D. On the eighth and ninth occasions of tardiness within the trimester, the student and parent or guardian shall have a conference with the Principal.
- E. The tenth occasion of tardiness within the trimester **may** result in expulsion from the school and/or a report will be made to Hawaii's Child and Family Services Department.
- F. The number of tardy days shall be included in the student evaluations and shall become part of the permanent student record.
- G. If the school is notified the day before the tardy date, and an appropriate note (e.g., a doctor's note) is obtained on the day of occurrence it will be considered as an excused tardy.