

St. Ambrose Catholic School
Tardy Policy
Spring 2010

1. Learning begins at 8:00 a.m. All students are expected to be in their classrooms and in their seats at 8:00 a.m.
2. All students, except those who have come to school early for extended day care, should enter the school through the north gate between 7:45 and 8:00 a.m. After 8:00 a.m. the gate will be locked and all students should enter through the front office.
3. If a child enters through the gate and is still tardy because she or he gets to class after 8:00 a.m., the teacher will mark the child tardy. The parents will be called and notified that their child was tardy. The tardy will be recorded in the office.
4. If a child is tardy (not in class at 8:00 a.m.) and enters through the front office, parents MUST come into the office with the child and initial the tardy record. The time will be entered according to the digital clock on the front counter.
5. If a parent does not come into the office with her or his child, the child will remain in the office until the parent returns to the office. The parent will be called at phone numbers given to the office and informed that their child cannot attend class until the parent returns to the office.

During each trimester the following procedure will be followed. The tardy record returns to zero at the beginning of each trimester.

6. Free Tardies: Every child will have three FREE tardies per trimester. These tardies will compensate for the occasional emergency that arises. For example, if there is a traffic accident or a parent has car trouble, these free tardies can be used. A child can also have a free tardy for a doctor/dentist appointment with a note from the doctor/dentist. However, a parent must still come into the office to sign the child in. For the first three tardies in a trimester, there will be no additional charge.
7. Beginning with the fourth tardy, there will be a monetary fine. For every minute that a child is tardy, the parent will be billed \$1.00.
8. If a child accumulates three tardies for which she or he is charged (for a total of six tardies), the parents must meet with the principal before the child can return to school. This is in addition to paying any charges caused by the tardies. At this meeting, the reasons for the tardies will be discussed and a resolution must be reached.
9. If the resolution is not followed by the parents and a child then accumulates two more tardies (for a total of eight tardies), the parents must meet with the principal and the pastor. Our handbook states that excessive absences or tardies is a reason for expulsion from St. Ambrose School.