

TARDINESS

Tardiness interrupts the classroom environment and interferes with the learning of other students. **Morning arrival begins at 8:15am and ends at 8:30am.** Once the car line gates are closed, children will be considered tardy.

If tardy:

- Park car. Ring doorbell for access to the building.
- Parents/guardians must walk the student in to the Lab School lobby and fill out tardy slip on credenza..
- Student must put lunch away, hang coat, change shoes, and go to bathroom and wash hands to complete arrival process. Office staff will escort the student to their classroom.
- A Tardy will be recorded in RenWeb by school staff.
- To ensure a quick and safe drop off for school, using the car line is the most efficient.

An excessive number of unexcused tardies (more than 3 per semester) will result in a per incident charge of \$10 to the family WEEKLY for each incident thereafter. **This fee will be added to your FACTS account.**

Tardy incidents are categorized as Excused or Unexcused.

Excused tardies are limited to illness, medical/dental appointments, religious holidays and funerals.

Unexcused tardies include traffic, over-sleeping, rain, flat tires or other personal reasons.

Please plan ahead and allow extra time for unexpected delays. Tardiness affects the entire school community.

What happens when children are late? Mostly, it disrupts the child's routine and has them entering the room when everyone else is settled and begun their day. This is unsettling for children and often leads to an unfocused or difficult morning. It also is disruptive to the class that has begun their work cycle. It could also mean that information remains in backpacks, hands are not washed and students do not get to the bathroom. Often the teacher is already in a lesson and cannot greet the child who has entered late. Arriving late to school can affect every single student in the classroom.