



*Please find an updated Tardy Policy below. The intent of the update is to move away from a consequence-driven policy and adopt a policy designed to be relational in order to enhance teacher-student relationships. The new Tardy Policy will take effect on February 5th, the first day of the second semester, 2024.*

### **Attendance/Tardy Policy**

At the start of the school day, students are considered tardy if they are not with their class before Cantabile begins at 8:15 a.m. on Monday morning or if they are not with their class at 8:30 a.m. Tuesday through Friday. A student arriving after this time must check in at the front office before going to the classroom so that accurate attendance records can be maintained. A parent must accompany a Grammar School student, or notify the office, when their child is checking into school for the day. Logic and Rhetoric School students may check themselves in. The student will then be given a check-in pass (blue slip) to give to his teacher. No student will be admitted into the classroom without a check-in pass. The office staff will not determine whether a tardy is “excused” or “unexcused.” All tardy instances will be considered in the same category. Tardy occurrences will be calculated and recorded on the students’ quarterly grade report (report card).

We understand that tardy occurrences will happen in the living of daily life. However, frequent tardy occurrences demonstrate a lack of discipline and are inconsistent with our mission and vision; therefore, we encourage parents and students to give serious attention to being punctual. After the 4th tardy instance in any one semester, parents will be notified via Jupiter Ed. After the 8th tardy instance in any one semester, parents will again be notified via Jupiter Ed of the student’s lateness. After the 10th tardy instance within one semester, a student will receive a call from the school administration to discuss the lateness pattern. *Please note:* In this meeting, the administration seeks only to assist students in developing strategies for arriving on time for class. We desire that students aim to be responsible, kind and respectful; however, if the tardy pattern continues and demonstrates a disrespect for the mission and vision of The Oaks Classical Christian Academy, consequences of significance will be considered, including, but not limited to, suspension.

During the course of the school day, from 2nd to 6th period, classroom teachers will address any potential tardiness concerns within their respective classes. The expectation is for our students to demonstrate honor for their classmates and their teachers by being punctual for class. Class tardiness will not be recorded on the students’ quarterly grade report (report card). Patterns of class tardiness will be addressed by the administration.