

2016-2017 TARDY POLICY



Section 48200 of the Education Code of the State of California states that it is the responsibility of the parents/guardians to ensure that their children attend school regularly and **on-time**. In addition, New West has adopted as part of their home-school agreement a specific set of policies and procedures in relation to absences, tardiness and promotion for all students.

Tardiness is disruptive to the learning process. It has a negative impact on the entire class, not just the child who is tardy. It is the policy of New West Charter to have students arrive to class on time every day.

The students are expected to be in class each day by **7:25am for 9-12th grade and 8:25am for 6-8th grade**. Students who arrive to their 1st period after the **7:30am** or **8:30am** tardy bell are considered late, and must adhere to the consequences listed below. If you bring your child to school after **7:30am** or **8:30am**, he or she must sign in at the front office documenting the time of arrival as well as the reason. The child will then be given a Tardy Pass to admit him/her into his or her classroom.

Three unexcused tardies will result in a notice sent home to parents. Please note students will be at risk of losing their enrollment at New West if they accrue more than **10 unexcused tardies** for the entire school year.

It is important that students be in class and ready to learn at 7:25am for grades 9-12 and 8:25am for grades 6-8.

The following are excused tardies:

- Medical, dental, optometric or chiropractic appointments (documentation must be provided)
- Funeral Service
- Religious Holidays
- ALL OTHER EXCUSES WILL BE CONSIDERED AN UNEXCUSED TARDY

# of Unexcused Tardies	TARDY POLICY CONSEQUENCES (Non-Compliance Home-School Contract)
THREE UNEXCUSED TARDIES	<ul style="list-style-type: none"> • FORMAL WRITTEN WARNING to Parent/Guardians including re-issue of Home-School Contract
SIX UNEXCUSED TARDIES	<ul style="list-style-type: none"> • TARDY COMMITTEE CONFERENCE
NINE OR MORE UNEXCUSED TARDIES	<ul style="list-style-type: none"> • NEW WEST GOVERNANCE BOARD HEARING