HERITAGE CHRISTIAN ACADEMY

TARDY POLICY

MIDDLE & HIGH SCHOOL | PARENTS & STUDENTS

Being on time helps students begin class ready to learn and respects the learning time of others. Thank you for partnering with us to build habits of punctuality and responsibility.

ARRIVING ON TIME & BRINGING A NOTE

Students are expected to arrive in class on time and prepared. If a teacher sends a student late to another class, the student must bring a note marked Excused or Unexcused.

A note from a teacher or the office is required for a late arrival. Without a note, the tardy is automatically recorded as unexcused. Having a note does not automatically excuse a tardy; the designation on the note determines how it is recorded.

HOW TARDIES ARE RECORDED

TE - Excused Tardy: A late arrival supported by a teacher or office note marked Excused.
TU - Unexcused Tardy: A late arrival without a teacher or office note, or with a note marked Unexcused.

WHEN A NOTE MAY BE MARKED UNEXCUSED

At the teacher's discretion, a note may be marked **Unexcused** when a student is held back because of their behavior or to take care of a responsibility, such as cleaning up a mess they made. The note explains the late arrival, but the tardy still counts as TU.

ACCOUNTABILITY ACROSS ALL CLASSES

Unexcused tardies are tracked together across all classes within a **rolling 10-school-day window**. The count is not separate for each class. Only TU tardies count toward the consequence.

3 UNEXCUSED TARDIES

within 10 school days = parent email + lunch detention

A rolling window looks back over the most recent 10 school days and moves forward each school day. Administration monitors tardy totals across classes.

FIRST PERIOD & BETWEEN-CLASS TRANSITIONS

First period: Students should be in class, prepared, by the **8:00 AM bell**. We recognize that morning traffic and drop-off can be challenging, especially without bus service. Please plan ahead to support an on-time arrival.

Between classes: The lunch detention policy primarily addresses tardies during transitions between classes. Students should use passing time to get to their next class promptly. All tardies, including first period, are recorded.