



*The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world.*

## Tardy Policy

### 1. Purpose

- 1.1. ISM makes every effort to ensure that all students receive high quality education. This includes maximizing effective use of the limited school hours available. Because the late arrival of a student adversely impacts learning opportunity and quality for that student and the entire class, this policy outlines expectations for on-time arrival of students to school each day as well as appropriate consequences for repeated tardiness.
  - 1.1.1. Individual impact: Students who arrive late lose instructional time beyond the time directly missed due to late arrival. They must wait for their teachers to come to a logical point in whole-class instruction where they can stop to provide the one-on-one direction necessary to catch the tardy student up.
  - 1.1.2. Class impact: The other students in the class lose the instructional time that the teacher must spend away from the whole class working with tardy students, must alter lessons to accommodate the lost time, and, in the case of group work, add to one or more groups and have them catch the tardy students up.
- 1.2. This policy ensures that the International School of Monterey fulfills its legal obligation to ensure that all students attend school during all hours on all school days unless excused for authorized reasons.

### 2. Definitions

- 2.1. *Tardy*: Any time that a student arrives into the assigned classroom at a time later than the official school starting time.
  - 2.1.1. Student presence on campus does not suffice to avoid being tardy. Any student not inside the assigned classroom, or just outside the classroom in cases where teachers choose to have students line up before entering the classroom, is tardy.
  - 2.1.2. To ensure common measurement of time, only devices set to the atomic clock should be referenced to verify time. This typically includes cell phones and computers.
- 2.2. *Excused tardy*: Any time that a student arrives into the assigned classroom at a time later than the official school starting time due to a medical appointment, temporary illness or physical inability, a required legal appearance, or roads closed due to hazardous conditions.
  - 2.2.1. The school administration may, solely at its discretion and on a case-by-case basis, classify tardies as excused for other reasons. Parents/guardians must request such consideration in advance.
  - 2.2.2. Parents/guardians of students unable to arrive on time at the start of the school day due to illness or physical inability must confirm in writing or in person that the condition was temporary and has improved at the time of the student's late arrival.
  - 2.2.3. Normal roadway occurrences including traffic and accidents do not constitute excuses for late arrival. Drivers should allow time for possible delays.

- 2.3. *Unexcused tardy*: Any time that a student arrives into the assigned classroom at a time later than the official school starting time for a reason other than a medical appointment, temporary illness or physical inability, a required legal appearance, roads closed due to hazardous conditions, or another reason approved by the school administration in advance.

### **3. Requirements**

- 3.1. All tardy students must report to the front office to sign in and receive a tardy slip before proceeding to their classrooms.
- 3.2. The front office staff will accurately log the time of arrival for each tardy student and note whether the tardy is excused or unexcused.
  - 3.2.1. In addition to recording an unexcused tardy, the staff will record truancy for any student arriving more than 30 minutes late without an accepted excuse, and these trancies shall be handled according to legal requirements.
  - 3.2.2. For purposes of administering the consequences noted below, each trimester the staff will maintain a running total of unexcused tardies. The staff will reset the running total to zero at the start of each trimester.
- 3.3. All teachers shall require that each student arriving after the official start of school hand them a tardy slip upon arrival to the classroom.

### **4. Consequences for cumulative unexcused tardies**

- 4.1. The third unexcused tardy in a trimester will result in a letter from the principal to the student's parents/guardians. The letter will reference this tardy policy and impending consequences for continued tardiness. All listed parents/guardians will need to sign a copy of the letter, and one parent/guardian must hand deliver that copy to the office. Students in grades 4-8 will also meet with the principal during recess to identify strategies for being on time.
- 4.2. The sixth unexcused tardy in a trimester will result in a required conference for the student, all listed parents/guardians, and the principal, plus a required Saturday workshop to identify family strategies for being on time. At least one parent/guardian must attend the workshop, and the student must attend if enrolled in grade 4 or above.
- 4.3. The ninth unexcused tardy in a trimester will result in the principal filing an educational neglect report with Child Protective Services, plus another required Saturday workshop to identify family strategies for being on time. At least two parents/guardians must attend the workshop, and the student must attend if enrolled in grade 4 or above.
- 4.4. The twelfth unexcused tardy in a trimester will result in a required conference for the student, all listed parents/guardians, and the director to discuss educational alternatives available to the family.
- 4.5. There may also be academic impacts for students in grades 4 and above at the discretion of their individual teachers. These may include, but are not limited to, treatment of all homework turned in for the day as late; no opportunity to make up work missed due to the unexcused tardy; and required makeup time during recess or lunch, after school, on the weekend, or through online activities.

### **5. Consideration for internationalism standards**

- 5.1. In consideration of *Ethics* and *Community*, this policy creates an expectation for each family to arrive to school on time as a matter of consideration for other students, teachers, and the school administration; and it places the greatest burden on parents/guardians as the most influential members within the family unit.

5.2. In consideration of *Diversity*, this policy recognizes that students in grades K-3 have less ability to positively influence and motivate on-time arrival for their families, while students in grades 4-8 have reached an age where they can make mature decisions and exert positive influence that will increase the likelihood of on-time arrival.

## **6. Financial impact**

6.1. At the time of policy adoption there were no projected annual costs to ISM as a result of the policy.

## **7. Confidentiality**

7.1. All information acquired as a result of this policy, including the attendance records of individual students shall be kept secure and handled as confidential by ISM.

7.2. ISM shall ensure that only authorized individuals receive access to this information.

7.2.1. A student's attendance record becomes part of the overall educational record that transfers from one school to another with the student. Attendance records are not separable from academic records, even when parents/guardians must first authorize the transfer of the educational records. As such excessive tardies may adversely affect a student's future educational opportunities at schools making admissions and financial aid decisions based, in whole or in part, on the student's overall educational record.

## **8. Adoption and renewal**

8.1. This operational policy was written by the ISM administration.

8.1.1. This policy may be incorporated into a comprehensive attendance policy later adopted by the ISM Board of Trustees.

8.2. This policy shall become effective: March 15, 2010.

8.3. This policy shall be assessed three months from its effective date to determine its effectiveness and appropriateness. The policy may be assessed before that time as necessary.