



ECA/CEC Tardy Policy

At CEC and ECA, we know that strong learning environments are built through consistent expectations, meaningful relationships, and shared responsibility between students, families, teachers, and administrators.

CEC/ECA defines tardy as not being in the classroom when the class bell rings. There is a first bell five minutes before the class bell. This exists to help students be on time.

Students who come into the classroom after the class bell must have a pass from the front desk.

The only exception to this rule is if a bus arrives late. In those cases, an announcement will be made to let teachers know to let students in without a pass.

Staff Roles & Procedures

Teachers are to mark students absent if they are not in class. If a student comes in late, be aware that the Attendance Clerk will go into the system and change the student's attendance from Absent to Tardy. Teachers should not take time away from instruction to do this.

The Attendance Team will review Tardies along with Absences. Parents/guardians will be contacted by a member of administration when a student has an excessive amount of tardies. If that does not resolve the issue, the student will be placed on an Attendance/Tardy Contract. If even further disciplinary action is required, it may include requiring the student to disenroll from CEC/ECA.