

## **Tardy Policy:**

The Carleton policy factors class attendance into the conduct grade. However, prompt attendance is figured into the conduct grade in a meaningful way for students. For every 3<sup>rd</sup> tardy to 1 class within a 5 week marking period, the conduct grade is lowered by 1. Students who have not been tardy are rewarded with a 1 conduct grade increase.

Example A: John Doe's classroom behavior is exemplary, with the exception of being tardy (unexcused) 3 times. While John's behavior is reflected by an "O," John's conduct is not exemplary due to tardiness. John earns a "G" due to his 3<sup>rd</sup> tardy.

Example B: Jane Doe's classroom behavior is satisfactory "S." However, her attendance is exemplary. She has never been tardy! Jane's conduct grade is "G." She moved 1 conduct grade up due to perfect attendance. Way to go Jane!

### **Why is it important to be on time?**

Our #1 priority is to improve student academic achievement. Our attendance policy decreases student tardiness while increasing student instructional time. Tardy students disrupt teacher instructional time and distract students. With fewer distractions and greater instructional time, student academic achievement will increase.