



RHS Tardy Policy

Students are expected to attend school regularly and punctually – Education Act 14(1d)

Attending school regularly and on time can improve academic achievement and mental health outcomes.

Arriving On Time:

- **Maximizes Learning Opportunities**
 - Stay on track with instruction, content, assessments, and due dates
- **Builds Discipline and Character**
 - Arriving on time builds good habits and demonstrates respect for the teacher and classmates
- **Avoids Classroom Disruption**
 - Students arriving late disrupts instruction and learning.

When Students Arrive Late for Any Instructional Period

- Students must collect a tardy slip at the office from either Administrative Assistant or Administration.
- The tardy slip will be presented to the teacher for admittance to class.
- The teacher will update PowerSchool attendance to reflect “Tardy”
- **Teachers will not admit a late student to class without a tardy slip.**

Excused Tardiness

RHS recognizes that students may arrive late on occasion due to appointments and circumstances beyond their control.

- **Tardies can be marked as excused through:**
 - Parent phone call to office
 - Parent email to admin assistants (patti.melanson@nbed.nb.ca or tanyam.macdonald@nbed.nb.ca)
 - Safe Arrival App
 - Official documentation i.e. Doctor’s note
- **Please note**
 - Handwritten parent notes will not be accepted to excuse tardies
 - Excessive excused tardiness will be brought to the attention of administration

Number of TOTAL Unexcused Tardies	Administration Action
3	Assigned Lunchtime Detention
6	Assigned Lunchtime Detention
7	1 day assigned In-School Suspension. Performance Contract Initiated



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