

St. Mark's Lutheran School

# Tardy Excuse

Student's name \_\_\_\_\_ Grade \_\_\_\_\_

Reason student was late for school \_\_\_\_\_

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**TARDY POLICY:** When a student arrives at school after 8:15am, his parent must check him in at the office, fill out an excuse form, and accompany him to his classroom. If the parent does not do this, the student's teacher will send home an excuse form. The tardy excuse form is also available on our school website. A tardy not excused in writing will be considered unexcused until a signed written excuse form is received. Frequent tardiness for controllable reasons may result in referral to the principal and after the principal, the Board of Child Discipleship.

**IDEAL ARRIVAL TIME:** Classroom doors open at 7:55am, and the school day begins at 8:15. Students are expected to be ready for school to start at 8:15. This means they need 10-15 minutes to unpack, settle in, and get organized. Students who have this time to prepare for the school day experience less stress and are more likely to have a productive day. Students who arrive late for school disrupt the start of the school day for the teacher and other students. Arriving on time for school shows respect for the teacher, the other students, and the learning environment at St. Mark's.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

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