Sugar Grove Academy Tardy Policy

At Sugar Grove Academy Middle School, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem that interferes with student success. Therefore, we have adopted the tardy policy denoted below. Effective August 30, it will be imperative that any student arriving late to school in the morning have a written excuse from their parent/guardian. All students arriving late in the morning will report to the cafeteria where they will have their information recorded in the tardy calculator. The information will be sent to the dean of that student's grade level, who will issue a consequence.

Students arriving later in the day will report to the Attendance Office. There, the excuse will be collected, and if necessary, a consequence will be assigned. After checking in, students will be issued a pass to class. Repeated tardy incidents will be brought to the attention of the parent/guardian so that they may be kept informed. The tardy calculator will be refreshed every six weeks in order to give students on opportunity to improve with a "clean slate."

Individual Class Tardies

1st Tardy: Documented Warning and Parent Contact
2nd Tardy: Documented Warning and Parent Contact
3rd Tardy: One (1) Day Cluster or Teacher Detention and Parent Contact
4th Tardy: Referral to Dean/Administrator. 1 Day After-School Tutorial and 3 Days Community Service, Parent Contact
5th Tardy: One (1) Day In-School Suspension and Parent Contact
6th Tardy: Two (2) days minimum / Four (4) days maximum In-School Suspension, Assign Attendance Contract, Parent Conference.

(In extreme cases, conferences with Ms. Smith and the Campus Officer, along with a citation may be issued.)

Zero Tolerance Tardy Policy

Sugar Grove Academy has established this policy to maximize instructional time and student learning in each class. Tardies will be tracked through the automated tardy system.