



CHRISTIAN HERITAGE  
ACADEMY  
PRESCHOOL-12TH GRADE

**Clarification of School Start Time  
Revised Tardy Guidelines**

Inasmuch as we are a regional school with many families traveling some distance to CHA each morning, the decision was made to push back the **official school start time to 8:30 AM this year for all students.**

For classroom instruction to actually begin at 8:30 AM, maximizing instructional time and student learning, **it is necessary for students to be in the building no later than 8:25 AM** in order to walk to their locker, get to their classroom and be settled by 8:30 AM.

For that reason, **parents should plan to have students to designated entrances between 8:05 and 8:25 AM**, as both south and north doors close promptly at 8:25 AM. On those days, **when families arrive after 8:25 AM, students are to enter the main entrance.** They will be designated as tardy by their first period teacher if they arrive in the classroom after 8:30 AM. Students who enter the main entrance 8:30 AM or later will be designated as tardy by the receptionist and receive a tardy slip to present to their teacher.

We understand some tardies are unavoidable due to circumstances beyond students' or parents' control, i.e., traffic accidents, doctor appointments, student sickness, inclement weather or other extenuating or exceptional circumstances. Hence a very generous number of tardies (in comparison to other schools) are extended to all students without penalty.

**Each student may accumulate up to ten (10) tardies each semester for their first period class without penalty.**

**No determination will be made by the receptionist or by individual teachers as to whether a particular tardy is "excused" or "unexcused."**

**MS/US students who are tardy beyond 10 times per semester for their first period class will be penalized by a grade reductions as follows:**

0-10 tardies – no penalty  
11 tardies – one letter grade reduction  
21 tardies – two letter grade reduction  
31 tardies – three letter grade reduction  
41 tardies – four letter grade reduction  
51 or more tardies– failure for the class

**MS/US students who are marked tardy by their 2nd through 9th period class teachers will realize the following consequence:**

0-5 tardies – no penalty  
6 tardies – one letter grade reduction  
11 tardies – two letter grade reduction  
15 tardies – three letter grade reduction  
21 or more tardies– failure for the class

**MS/US students who are marked tardy for study hall will realize the following consequence:**

0-5 tardies – no penalty  
6 tardies – one after school detention  
11 tardies – US: loss of off-campus privileges for one month / MS: loss of lunch recess for one week  
15 tardies – US: loss of off-campus privileges for two months / MS: loss of lunch recess for two weeks  
21 or more tardies – US: loss of off-campus privileges for three months / MS: loss of lunch recess for three weeks

**LS students who are tardy to their first period class will receive the following consequence:**

0-10 tardies – no penalty  
11 tardies – will miss lunch recess for 3 days  
21 tardies – will be sent home for one day  
31 tardies – will be sent home for two days  
41 or more tardies– will be sent home for one week

Both parents' and students' commitment are needed to help maximize a positive learning environment for all students and to minimize classroom disruption by making every effort to be on time for each class.

**In light of this revised tardy guideline, any tardies received through September 28<sup>th</sup> will not be counted. This new guideline goes into effect on Monday, October 1.**

Your cooperation is greatly appreciated. Any questions may be directed to Principal Joan Okamoto.