

FAIRFAX BAPTIST TEMPLE ACADEMY

Procedures Governing Tardies

(Revised August 2009)

1. Definition:
 - a. Tardies fall in one of two categories—excused or unexcused. Excused tardies will be based on circumstances determined by the Administration to be reasonable and validated by parental or other proper authority.
 - b. Any arrival to the Academy up to noon will be determined to be tardy. Any arrival to the Academy after noon will be designated as an absence.
 - c. Students arriving to individual classes after the “late” bell has rung will be designated as “late” to class, not “tardy.” The term “tardy” is to refer only to students arriving late to school.
2. Accountability:
 - a. Students arriving at the Academy after school hours have begun are to report to the Academy Office and then to their respective classroom.
 - b. Students who report to the Academy Office no later than noon with a valid excuse will be considered present as an excused tardy. Students arriving after noon will be considered absent for record purposes for the day.
3. Significance of Unexcused Tardies:
 - a. In regard to character development: A goal of the Academy for all students is to teach punctuality. To be where you should be on time is a basic lesson in Christian courtesy and self-discipline. Both qualities are important in the development of Godly leadership skills.
 - b. In regard to academic achievement: Because the core subjects are taught in the morning, students who are tardy will lose vital instruction in primary courses that adversely affects the quality of their academic performance.
4. Penalty for Unexcused Tardies:
 - a. Demerits will not be issued for unexcused tardies.
 - b. Three “grace” tardies per quarter will be automatically credited without penalty to each student to accommodate unexpected circumstances that can arise in transportation to the Academy.
 - c. Point System:
 - 1) For each minute that a student is tardy, a one point penalty will be assigned. The number of minutes will be determined by the Administration based on the time the student enters the Academy Office.
 - 2) Points will be cumulative through the quarter after the first three “grace” tardies have been used.
 - 3) Point penalties will be assessed to the course that is missed or in cases of a study hall, to the next core subject. Point penalties will be assessed to the student’s core subject grade as follows:
 - a) Each minute tardy equals one penalty point.
 - b) A maximum of forty-five penalty points can be assigned for one day.
 - c) An accumulation per quarter of fifty penalty points will result in a **one percentage point** grade reduction in the core subject for every fifty penalty points accumulated. It is theoretically possible for a student to fail the core subject because of excessive unexcused tardies.

- d) Additionally, a student who is tardy for five days during a quarter will result in a **one percentage point** grade reduction in the core subject for every five days a student is tardy.
 - e) The Academy Secretary is responsible for monitoring penalty points and forwarding grade reduction information to the appropriate class teacher.
5. Eliminating penalty points:
- a. Eliminating penalty points for unexcused tardies is voluntary, not mandatory.
 - b. Students who desire to eliminate penalty points may do so by volunteering to assemble door hangers for the Gospel Blitz after school hours (beginning at 3:30 p.m.) in the cafeteria. Notice of this desire is to be stated through the Academy Office.
 - c. The assembling of fifty Gospel Blitz door hangers will eliminate ten penalty points.
 - d. If fifty penalty points have been accumulated, all fifty penalty points must be eliminated to avoid a grade reduction.
 - e. If fifty penalty points have not been accumulated, voluntarily assembling Gospel Blitz door hangers after school hours in increments of ten can reduce existing penalty points.
 - f. The elimination of penalty points through assembling Gospel Blitz door hangers cannot be “banked” in anticipation of future penalty points.
6. Eliminating cumulative tardy days:
- a. Eliminating tardy days is voluntary, not mandatory.
 - b. A minimum of fifty Gospel Blitz door hangers must be assembled to eliminate a tardy day provided the penalty points for that day are under ten.
 - c. Eliminating a tardy day will be determined by the number of penalty points accumulated and can be eliminated in increments of ten. The guideline stipulated in paragraph 5.c. above applies.